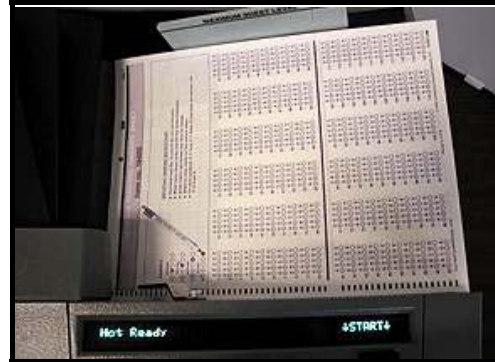




SCANTRON TUTORIAL

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.

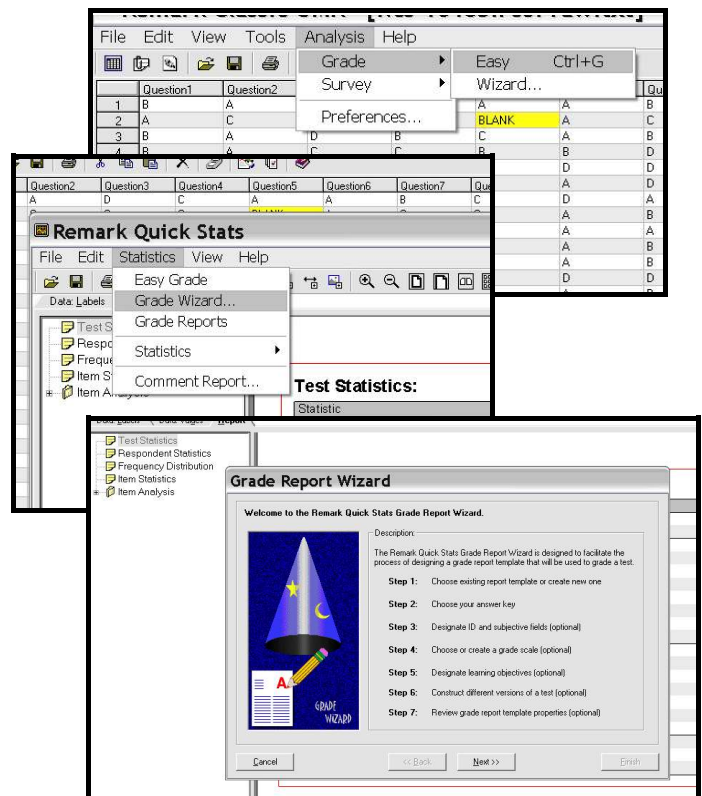


DATA ACQUISITION:

- Click on the "Scanner Program icon on the desktop to launch the scanner software.
- Click the Template/Spreadsheet icon  to choose the template for the form.
 - Select the file NCS-16485 and Open.
- Click the scanner icon  (4th from the right on the tool bar) to read the scantron tests.
- Click ok on the Read Sheets dialog box.
- After the scantrons run, select End Session.

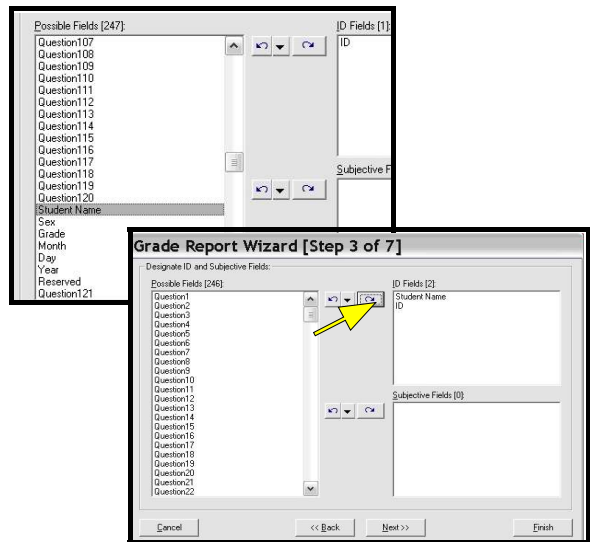
GRADING:

- Click Analysis
 - ➔ Grade
 - ➔ Easy. (This will open in a new window.)
- Click Statistics
 - ➔ Grade Wizard.
- Do not append.
- Click "Next" 3 times to get to 'Step 3 of 7.'



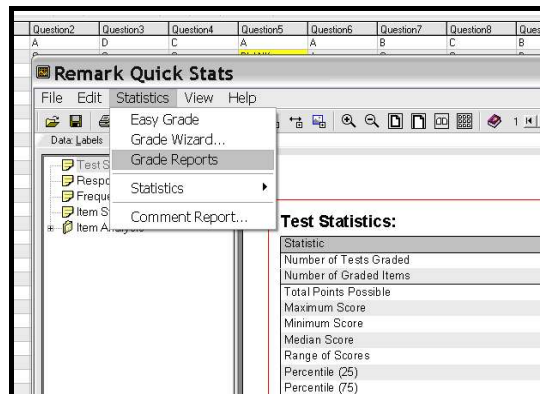
– Scroll down to Question 120 in the Possible Fields box, select Student Name. Then using the arrow key, Add 'student name' to the ID Fields [2] box.

– Click Finish. *Do not save the template.*



– Click Statistics
 ➔ Grade Reports.

– Click Append.



PRINTING:

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

– Click on the header of each individual option you would like, and click the printer icon.

Test Statistics – gives you the basic breakdown of the test data with mean, average, and variance types of information.

Respondent Statistics – list of student grades, percentages, & number missed.

Frequency Distribution – distribution of scores to letter grades.

Item Distribution – extensive & various mathematical calculations with individual questions.

Item Analysis – analysis of each question with frequency, percent & graphs.

Grade Report – individual reports for each student, including grades and a list of their missed questions with incorrect answers.

