

ParSCORE v5.0

Quick Start Guide

First Time Setup:

- ✓ Create User's Login Names
- ✓ Starting ParSCORE for the first time
- ✓ Scanner Configuration

The "Basic Steps"

- ① Starting ParSCORE for Windows
- ② Creating a New Course
- ③ Adding Score Columns
- ④ Enrollment Options
- ⑤ Adding the Answer Key
- ⑥ Scoring the Student's Tests
- ⑦ Printing Reports

- ✓ After installing ParSCORE, you need create a Login name for each user. Refer to the Administrator's Guide for initial Login and Password information. Use the ParADMIN tab in the Program menu.

- 1) Select Add User
- 2) Enter the desired Login name for each user

Note: The default password will be the same as the Login name. When the User signs into ParSCORE they will have the ability to change their password.

- ✓ Starting ParSCORE for the first time. Select Start, Programs, ParSCORE 5.0, ParSCORE. Use your Login name that was added to ParADMIN. Once ParSCORE opens, you will be at the Course List screen.
- ✓ Scanner Configuration. Before you begin scanning, you will need to verify communications with your Scantron Scanner.

Select the Options pull-down menu. Select Scanner Configuration. Select the "Detect" button to the left side of the screen. The Detect option will send a signal out to the specified COM Port to "Detect" your Scanner Model. Once the Scanner Detection is completed, Save the Scanner Configuration.

Scanner Configuration

Model: SCANMARK 2808

Firmware Description: PR240-SEA DATE 8001 05

Channel: 40 40

Readhead: 1 head 2 head

COM Port: Com 2 Baud Rate: 9600

Parity: None Stop Bits: 2

Word Length: 8

Time Out (Seconds): 0

Does Your Scanner have: Eject Hopper In-Jet Printer

Enrollment Form(s) List:

- C:\PARMNG2\forms\F-1712.E51
- C:\PARMNG2\forms\F-280.E51
- C:\PARMNG2\forms\F-3852.E51

Test Form(s) List:

- C:\PARMNG2\forms\F-1712.T51
- C:\PARMNG2\forms\F-280.T51
- C:\PARMNG2\forms\F-280.T51

Buttons: Add, Remove, Save, Cancel

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① Starting ParSCORE for Windows

Select Start, Programs, ParSCORE 5.0, ParSCORE. Use your Login name that was added to ParADMIN. Once ParSCORE opens, you will be at the Course List screen.

② Creating a New Course:

Select New.

Enter the Course Information (Course # and Title are required fields). Select “OK”.

Select “Select” to save the course to your PARWIN or PARLAN Directory.

Select “No” to create a subfolder. Click “OK” to the Information box.

Double-click on the course to Open it – or use the Open button.

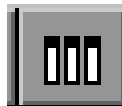
③ Adding Score Columns

From the Roster Tab, Select the Add Score Columns icon on the tool bar (shown below).

Select the Category and the number of desired columns.

Select Add when finished.

If desired: Select another category name and continue the process until all the columns needed have been added - Then Select “Add”.



Category Order	Category	No. of Columns	Possible Score	Add a Subtotal Column
1	Quiz	0	0.00	<input type="checkbox"/>
2	Midt	0	0.00	<input type="checkbox"/>
3	Exam	0	0.00	<input type="checkbox"/>
4	Labs	0	0.00	<input type="checkbox"/>
5	Essay	0	0.00	<input type="checkbox"/>
6	Rept	0	0.00	<input type="checkbox"/>
7	Xtra	0	0.00	<input type="checkbox"/>
8	Alts	0	0.00	<input type="checkbox"/>
9	Finl	0	0.00	<input type="checkbox"/>
10	Bonus	0	0.00	<input type="checkbox"/>

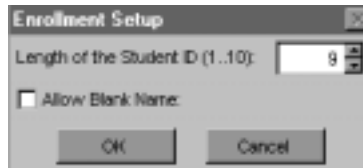
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④ Enrollment Options

The default Student ID Length is 9.

Select the Options menu, Enrollment Setup to make any changes. ParSCORE requires the Student ID number, which can be from 1 to 10 digits.



ParSCORE has an Auto Enrollment feature (under the Scoring Tab), where you can add a student to the Roster at the same time you score tests. This works for forms that include both enrollment and test data. Adding students to the Roster (before scoring a test) is completed under the Student Tab.

⑤ Adding the Answer Key

Select the Keys Tab.

Select the Category for the Answer Key you are adding.

Select the “Scan Keys” button (located on the bottom right side of the screen).

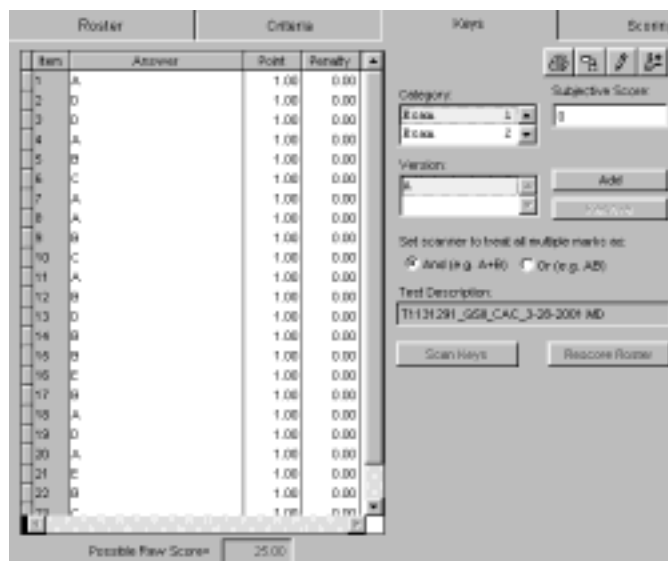
Wait for the “Feed Form” in the display or a solid amber light on the left side of your Scanner.

Scan the Answer Key.

Make sure you have the correct answers and test form field (A, B, C, or D) filled out. The test form field is the version of the Answer Key. Note: The Exam Number field on the key is used to add Essay Points (Subjective Score).

ParSCORE will display an “Edit” screen for anything found invalid on the key. Press the END button on the scanner when finished.

Note: Subjective score should be blank if Essay Points are NOT being added to the test.



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⑥ Scoring the Student's Tests

Select the Scoring Tab.

Select the category that matches the test you are scanning. Select the scoring options, such as Auto Enrollment, Inspect Multiple and/or Omitted Marks.

Select the "Score" button to begin the scanning process.

During scanning an "Edit" box will be displayed for anything found incorrect on the form. Press the END button on the scanner to complete the process.

Select the Roster Tab to view the results.

Category Selection

Category: Quiz 1
Quiz 2

No. of Versions: 4

Test Description:

Options

Inspect Multiple Marks
 Inspect Omitted Marks
 Print Date on Form
 Print Raw Score on Form
 Print Test Score on Form
 Auto Enrollment
 Reprocess Forms with Brains

Score Method

Score from Scanner
 Score from File

Select File

Error Log File

Append Existing File
 Overwrite Existing File

Score

⑦ Printing Reports

Select the Reports pull-down menu

Select the reports you want to Print or Preview.

