

PARSCORE QUICK SCORING

(more info available on the Test Scoring and Analysis Guide)

- I. Set Up Scoring Preferences
- II. Scan Answer Key
- III. Score Tests
- IV. Print Reports
- V. Shut down

I. Set up Scoring Preferences

- a. Go under Options to Enrollment Setup and be sure that length of student ID is set correctly.
- b. Go to the Scoring tab, and set options as desired.

II. Scan Answer Key

- a. Ensure the Scantron machine is powered on and place key(s) in hopper.
- b. Go to the Keys tab and click the Scan Keys button.
- c. Press the END (Red) button on the scanner when finished.
- d. To ensure your answers were scanned accurately go to the Keys tab and select desired test / form and spot check.

III. Score Tests

- a. Go to the Scoring tab
- b. Place forms in the hopper
- c. Click Score.
- d. Press the END (Red) button on the scanner when finished.

IV. Print Reports

- a. Go to the Reports menu (on the top menu bar). Select the desired report:
- b. Identify the desired options Select Print.

V. Exporting ParScore Grades into Excel File

- a. Go to **Options >> Export Wizard**
- b. In the **File Type** box select **Microsoft Excel 5.0**.
- c. Select the **Student ID** and other desired fields and the desired **score column**.
- d. Click **Export**.
- e. Save as desired.

VI. Shut Down

- a. Exit from PARSCORE.
- b. Shut Down the computer
- c. Turn off and cover scanner