

PARSCORE GETTING STARTED GUIDE

Located in 10/1150

For access, and to set up an account, contact CIRT Lab, x. 3927.

- I. Getting Started
- II. ParScore Login
- III. Set up course
- IV. Enroll Students
- V. Set up Score columns

I. Getting Started

Please contact CIRT in Building 10/1150, x. 3927 to set up an account and get an orientation to the ParScore system. We recommend use of the ParScore [TestForm F-289-PAR-L](#), available in the bookstore.

II. Start ParScore for Windows

Log in with your Login Name and Password. Initial Login Name and Password are your first initial and last name (flast) as both Login and Password.

III. Set up a NEW Course (First Time ONLY)

Course ID	Title	Instructor	Description
Test Course2	TEst	Deb Miller	

View Courses By: Descending

Current Course Status
Data Directory :

Secondary User :

Course Owner: DFMILLER

Course Checked Out : No

- a. Set up a NEW Course for each class. Required information:
 - Instructor
 - Course ID number – 15 characters maximum (e.g., EME2040_85614)
 - Course Title – 10 characters maximum (e.g., Intro Ed Tech)


- b. At the Select Directory dialog box, highlight the folder with your username and click **OK**.
- c. When asked to create a subfolder, click **No**.
- d. ParScore shows an ID number (unimportant). Click **OK**.

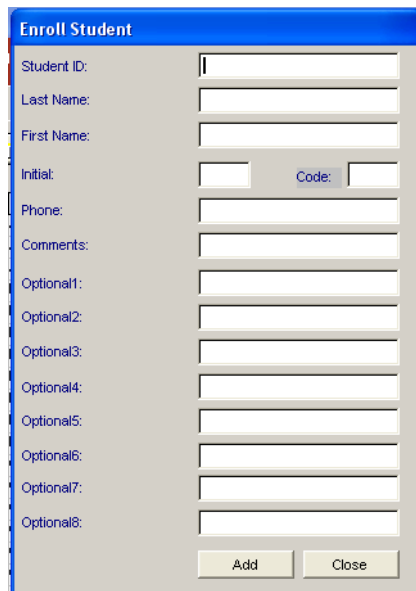
IV. **Enroll Students**

There are two methods (first time and as needed) in which you may enroll your students in ParScore, manual and import:

To add students to the course, open the course and go to the Roster tab.

a. **Key in manually**

- i. Go to the **Student** tab for the Course you have selected.
- ii. Click the **Add a Student Record** button. 



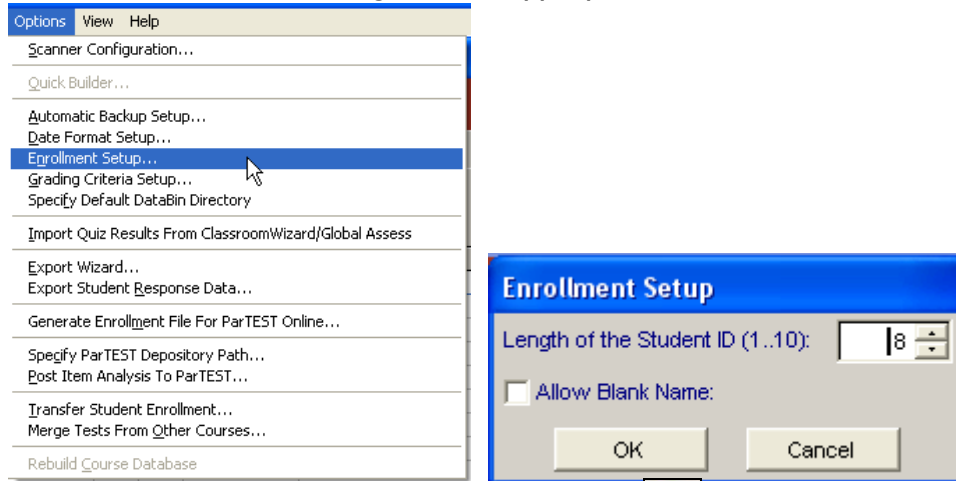
The 'Enroll Student' dialog box contains the following fields:

- Student ID:
- Last Name:
- First Name:
- Initial: Code:
- Phone:
- Comments:
- Optional1:
- Optional2:
- Optional3:
- Optional4:
- Optional5:
- Optional6:
- Optional7:
- Optional8:

Buttons:

- iii. Enter the **Student ID number** (this can be N number or another assigned number —consult CIRT staff).
 - iv. Enter the **Last Name, First Name** and other information you want in appropriate fields.
 - v. Select **Add** to add that student.
 - vi. **Repeat** for each student in the course.
- ##### b. **Import from Banner or Bb Roster**
- i. Prepare a text file of students and IDs. See CIRT Staff for assistance in preparing this file. <http://www.unf.edu/dept/cirt/tech/scantron/ImportingRoster.pdf>

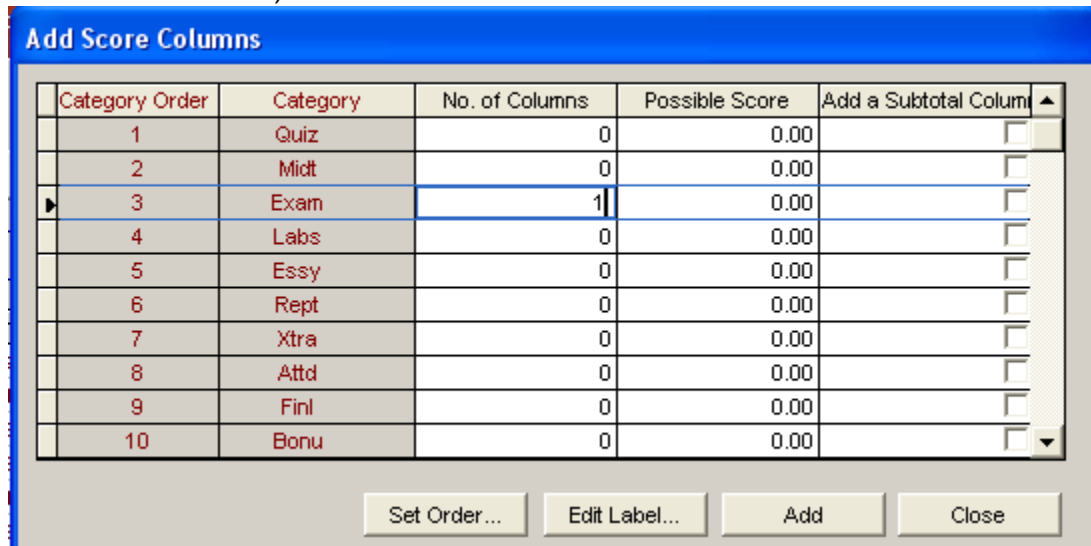
- ii. Go to Options>Enrollment Setup and set the **Student ID** length to the appropriate number.



- iii. Click on the **Import Student Records** button.
- iv. Locate the **text file** and **Import**.

V. Set up Score columns

- a. Start Parscore and log in.
- b. Select the course in which you want to work from the list given, and click **Open**.
- c. On the Roster tab, select the **Add Score Column** button.
- d. Define Columns for each item -- test, quiz, final, midterm, etc. -- to be scored (First Time, and as needed).



- e. In the **Add Columns** dialog box:
Select a category (e.g., quiz, midterm, final, exam) and indicate how many items of that category.
- f. Click **Add** to add the column(s) to the roster.
- g. Keep adding categories as desired.