

# SCANTRON CANVAS INSTRUCTIONS

**IMPORTANT NOTE: If an Instructor has over 100 students they will need to schedule the appointment for an hour.**

## SETTING UP A NEW FACULTY MEMBER- (NEVER USED CIRT'S SCANTRON MACHINE BEFORE)

- a. Create folder for them in C:\parwin\ using first initial, last name (if it's already taken be creative)
- b. PARSCORE - ParADMIN (userid: cirt01, password: 4scantron)
- c. Add faculty to ParADMIN (New button – First Initial, Last Name (Example: TKennedy))

## SET UP A NEW COURSE

**First test of the course only**

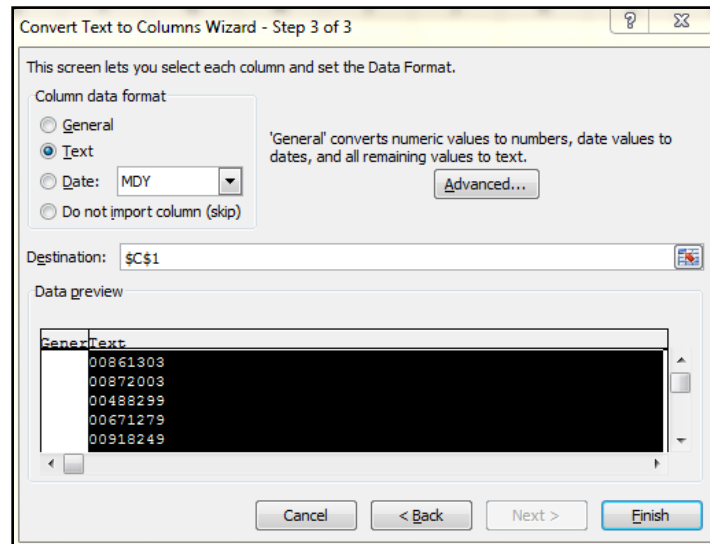
Create Roster Listing - 2 ways to complete this task; option 1 is most common way.

1. From Instructor's Canvas course (most common way)
  - a. Go to Grades and click Export in the top right corner and choose Current
  - b. Save the file to the Desktop
2. From MyWings (if there is not a Canvas course site)
  - a. For a new course, have the instructor sign into MyWings.
  - b. Click on the Faculty Self Service link
  - c. Click on Summary Class List link
  - d. Click on Load Roster to Excel
  - e. Save file (to Desktop)

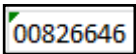
## Excel (formatting document to upload Roster to ParScore)

1. Open the Excel document you downloaded from Canvas.
2. Delete all content except Students Name (Column: A), and N# (Column: C)
  - a. Delete any grade columns and any other columns except students name and N#
  - b. Also, delete any users that are not students in the class or have N#'s

- i. Example: external users or guest users
  - c. Delete Rows 1, 2 and 3
    - i. Select row 1, 2, and 3;
    - ii. Right click and delete. Column A Row 1 should be the first student in the class
      - 1. You should only have content in Column A and Column C after removing all unnecessary content.
3. Format Student N#'s
- a. Select column with N# (typically column C), From menu bar, choose Data → Text Column (choose delimited), then next
  - b. Uncheck Tab and check "Other" with lowercase "n," and click next.
    - i. Use uppercase "N" if the N# have an uppercase N.
  - c. **IN THIS ORDER**- First select the box with the numbers under "general" and then select "Text" under "column data format," then click Finish. (See example below)



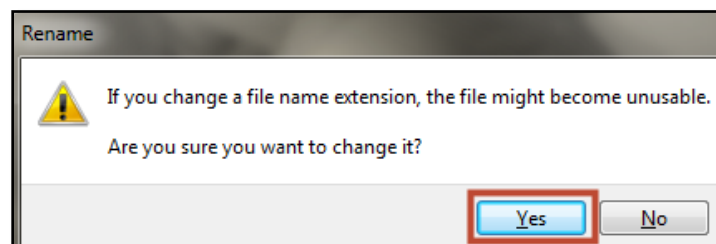
- d. Column C will move to Column D with just the student number (no "n") and a green triangle in the top left of the cell.
      - i. Example of what a student n# will look like:
 


4. Format Student Names to separate Last name and First name into separate cells.
- a. **First ensure Column A has the student names (example: Kennedy, Taylor) and Column B has no content. If column B contains the N#'s move the N#'s to Column C.**
  - b. Select column A or the column with the student names.
  - c. Click on Data → Text to Columns
  - d. On page 1, keep Delimited and click Next

- e. On page 2, select Comma or Space (depends on how the names are formatted in the cell- see example below), deselect any other options that are selected and click Finish. You should have in Column A: Students Last name; Column B: Students First name; and in Column C: Students N#.
    - i. Comma: Kennedy, Taylor
    - ii. Space: Kennedy Taylor
5. Order content: N#, Last Name, First Name
- a. Select column D (Student N#'s) and right click to Cut Cells.
  - b. Highlight column A and right click to insert cut cells.
  - c. Once the n-numbers are pasted the columns should be in this order N#, Last name, First name. See Example below:

	A	B	C
1	00861303	Abston	Jasmine
2	00872003	Bell	Ross
3	00488299	Curtis	Megan
4	00671279	Gouge	Jennifer
5	00918249	Hambidge	Lauren
6	00826646	Kennedy	Charles
7	00203725	Moran	Erin
8	00844038	Rose	Leah

- d. Check the number of students and make sure nobody was accidentally deleted
6. Save Excel Sheet to the Desktop.
- a. File → Save As → Desktop (re-name the file to "Instructors Last Name User Info."
    - i. For example: "Kennedy User Info"
  - b. Save as **.CSV (comma delimited)**
    - i. When you click save you will receive a message that says "Some features in your workbook might be lost if you save it as CSV (Comma delimited)." Click Yes to keep the format.
  - c. Click to close Excel.
    - i. When you click to close you will receive a message "Want to save your changes to 'file name goes here.csv'? Click Don't Save. (we have already saved the document in the steps above)
7. Rename the file from a .CSV file to a .TXT file
- a. **On the Desktop, rename the file from .CSV to a .TXT file- you can do this by right clicking on the file and clicking rename. Remove the .csv to .txt. you will then receive the message below- Click "YES"**



## PARSCORE COURSE SETUP

### Creating a Course

**Log into ParScore (username: initiallastname; password: initiallastname) example: tkennedy**

1. If the course has already been set up skip to "For New Exam" section.
2. If the first time setting up a new course in ParScore
  - a. Select New button for Course and input the following information for the course. (Instructor Name, Course Number- include CRN, Title- course name, Description – semester) You can leave time, day, and term blank. See example below:


The screenshot shows a 'Course Setup' dialog box with the following fields and values:

Instructor's Name:	Kennedy	Time:	
Course #:	MAN3504.81234	Day:	
Course Title:	Management	Term:	
Description:	Fall 2014		

Buttons at the bottom: OK, Import DOS Files, Cancel.


- b. Click OK
- c. Select Directory Folder find their folder and click ok
- d. Select **NO** to subfolder
- e. Double click course title to enter the course

### Adding Student Roster

1. In the Student Tab
  - a. Import Students (3<sup>rd</sup> icon from the left) 
  - b. browse computer to find Roster on desktop
  - c. Check for correct number of students.


## FOR NEW EXAM (ROSTER HAS ALREADY BEEN IMPORTED IN PARSCORE)

### Roster Tab (adding score column)

1. On the Roster Tab – create Score Column (Add Score Column icon: )
  - a. Note: You can sort student enrollment by last name by double click Last Name on Roster tab
2. Type in the number of exams columns you want to create (typically 1).

## Keys Tab (adding keys to Exam)

**IMPORTANT NOTE:** Check the Exam Keys form to be sure "Exam Number" (below Test Form on scantron form) does NOT have anything bubbled in. If so, erase bubbled in numbers and run keys through scanner. Having an exam number bubbled in will add a subjective score to the keys- meaning that if students fill out the Exam Number on their form it will add the amount of points to their test that they have bubbled in (example: 002 bubbled in, 2 points will be added to students grades.)

1. Load scantron machine with Key and push Load button on machine to load keys into machine (upside down- bubbled answers facing up), then click Scan Keys on the computer
2. Enter Version A for Exam after it runs (if there was not a test form bubbled in on the scantron key)
  - a. What about multiple answers choices selected for one question?
    - i. Example:
      1. A and B = A+B (students will have to have both answers to receive credit)
      2. A or B = AB (students will only have to have one of these answers selected for full credit)
  - b. More than one version of the test?
    - i. If there is more than one test version, you may scan all of them at once (bubble in version on key)
3. After keys are scanned, press the END button on the scanner and double check key.
  - a. To ensure that answer keys were scanned accurately, go to the Keys tab and select desired test and spot check answer key (all versions) with answers on scantron paper keys. Be sure there are no answers missing or incorrect.
  - b. **Note:** If an instructor wants to give full credit for a question (even if students did not answer that question) manually put an (\*) in for the answer.
4. Adjust point value of questions- **(DO FOR EACH TEST VERSION)**
  - a. Click on the pencil  at the top right hand of the screen. Check the box to replace points with and type in point value of each question and click ok
5. Finally, check that subjective score (next to test number in ParScore) is set to '0' points.
  - a. If not set to '0' this will add points to student's grades that have "Exam Number" on their test form.

## Scoring Tab (scoring exams)

1. Choose to print either raw (number of questions correct) and/or total score (point value) on form.

- a. **Note:** If point value for each question is “1 point” raw and total score will be the same.
2. Place scantron forms upside-down in the hopper (with bubbled answers facing up) and press Load button on machine to load scantrons, then press the Score button on the computer.
  - a. **Note:** If you cannot scan all forms at once split up and scan separately. When loading next batch, hit the **Start** button on scanner to continue scoring.
3. After all the forms are scanned, press the **END** button on the scanner.
4. Make sure all of the forms have grades.
  - a. Check each scantron, if there is no score printed, rescore. If it goes through machine and nothing will print on it, the wrong pencil type may have been used and machine is unable to score form or there is writing in the upper right corner of the students form. If the instructor is ok with you erasing the writing in upper right corner, go ahead and do it and try rescoring.

*If the instructor is not interested in any Reports, Subtest, or Exporting Student Data (responses) you may skip to section “4. Uploading Grades to Canvas”*

## Common Reports

*Add reports to Instructors flash drive or course files in Canvas. You can only email reports that Do NOT have students grades on them!! Emailing student grades is a violation of FERPA. If you upload to course files, create a scantron folder to help keep organized for the instructor*

1. Reports that can be emailed
  - a. Item Analysis Report – one report for each version
  - b. Score Distribution Report (histogram)
2. Reports that **cannot** be emailed
  - a. Student Test Report - shows questions that students answered incorrectly  
Choose Exam number, Sort by last name, and print answer key on form (optional)
  - b. Roster Report - Last Name order
3. Sample reports can be found on the CIRT Website [PARSCORE](#) page.

## SubTest

*These are typically for Gen Ed classes. Instructors will have certain questions that they want to run statistics on and know how many points the student(s) received for that particular set of questions.*

1. Go to keys tab and remove key versions that were not used.
  - a. Example: version C and D.
2. On the Roster tab
  - a. Select the Subtest button.
3. Select the Exam and click continue

4. Click on the Create New Subtest button
5. Complete the following for each version of the test you would like to run a subtest for
  - a. Select exam version under "Setup Questions on Version:"
  - b. Add Subtest name
  - c. Number of items on subtest (number of questions you are selecting for the subtest)
  - d. Minimum percent to pass (typically this is set to 1%)
  - e. Select the questions from Available Questions and move them over to Selected Questions
  - f. Click OK
6. Click on View/ Post Subtest button
7. Click on the Post Subtest button
  - a. The results of the subtest will be on the Roster tab.

## Exporting Student Responses (different from exporting Exam grades)

1. Click on the Options tab at the top and select Export Student Response Data
2. Select the Exam and check the option Export Student Response Data With:
  - a. Test Name
  - b. First Name
  - c. Code- this includes: N#, Test Version, and Student Answers
  - d. Raw Score
  - e. Percent Score
  - f. Possible Points
3. Save document (.txt file) to the desktop.
4. Open the document (.txt file) and copy data
5. Open Excel and paste data
6. To put data into separate cells:
  - a. Select the data column that you posted the data into (typically column A)
  - b. Click on the Data tab and select Text to Columns
  - c. Select Delimited and click Next
  - d. Uncheck Tab and check Comma and click Next
  - e. In the Data Preview (at the bottom) select all of the fields (hold shift to select multiple items at one time) and click Finish
  - f. You may need to add column headings, minor clean up and sorting of data

## UPLOAD GRADES TO CANVAS (IF APPLICABLE)

### Download the Gradebook from Canvas

1. In Canvas click Grades
2. click on Export (upper right corner)

- a. Select Current
3. Save the Gradebook to the Desktop

## Export the Exam Grades from ParScore

1. To export grades into Excel, choose **Options** from the menu at the top
  - a. Select Export Wizard (file type Excel XLS V5.0)
  - b. Highlight Student ID, Last Name, First Name, and Exam (using Ctrl key) and click Export
  - c. Save scores on Desktop (file name example: Kennedy ParScore Grades)
  - d. Close out of ParScore

## Sort ParScore Names in Alphabetical Order in Excel

1. Open up the ParScore Grades Excel sheet that you just exported from ParScore.
2. Click on the Data Tab at the top and click Sort.
  - a. Sort by [Last-named]
  - b. Click to add a level
  - c. Sort by [first name]
  - d. Click ok.

## Compare ParScore Grades to Canvas Gradebook Excel file

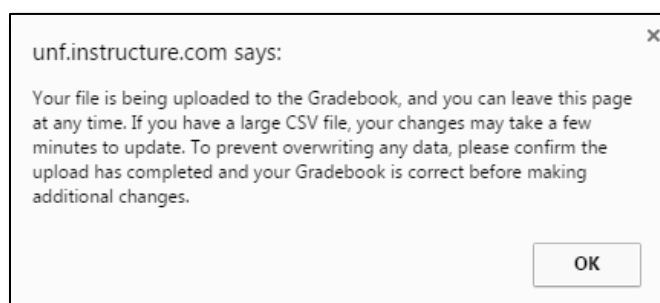
1. Open both Excel files and view side by side (ParScore Grades Excel sheet and Canvas Gradebook Excel Sheet)
  - a. **Compare student names to be sure names are aligned to copy correct scores (\*\*VERY IMPORTANT\*\*)**
2. Check every couple of students to ensure the orders are in the same order in both documents. Example: Row 5 in Canvas Gradebook file matches Row 5 in ParScore file; Row 10 in Canvas Gradebook File matches Row 10 in ParScore file and so on.
  - a. Delete anyone from the ParScore list that is not listed in the Canvas Gradebook list (this is because the student has dropped the course since the course and roster were added to ParScore)
    - i. **Note:** If you have students who have hyphenated last names, you will need to ensure they are in the correct order (same row in both documents) before copying and pasting scores. Not doing this option could give students incorrect scores
3. Copy scores from ParScore file and paste scores into the correct column in Canvas Gradebook Excel file.
  - a. If column is not already created, add new column by following the in the last column of the Canvas Gradebook.



- b. Important: Double Check scores match with correct**
4. Add the possible points into the row that says "Possible Points" (typically row 2 or 3), under the column that has the exam grades.
    - a. This will add the possible points for the exam to the grade column when uploaded to Canvas.
  5. Save Full Grade Center file .CSV (Comma Delimited)

## Importing Into Canvas

1. Import → Choose File. Browse and select the .CSV file and click Upload Data.
  - a. If this grade column was created in Excel, Canvas will ask what you would like to do with the newly created column
    - i. For Assignment in question, select: A New Assignment
    - ii. For This Assignment, type in the number of **possible points** (if it is not already there).
  - b. Click Continue
2. Verify that all the grades look correct. Spot check from Excel sheet to Canvas Upload page.
3. Click Save Changes.
  - a. Your file will begin to upload to the Gradebook. You will receive the message below. Once the upload is complete you will be directed back to the Canvas Gradebook where you will see your new column and grades, along with a brief message at the top of the screen that says "Upload Successful."



## Displaying Grades to Students

**After you upload the column to Grades in Canvas, the grade column you uploaded will be visible to students. You will need to determine if you want to show grades to students, hide the grades from students, or hide the entire column to students.**

1. Show Grades to Students
  - a. After upload the column will be displayed to students and you do not need to do anything else
2. Hide Grades from Students

- a. In the column heading you can click the chevron and click Mute Assignment. This will mute the assignment to where students can see the grade column and possible points but are not able view their grade.
3. Hide Entire Grade Column to Students
  - a. If you would like to hide the entire grade column from students you will want to un-publish the column in the Assignments area. This will completely hide the column and grades to students.

## Adding Exam Column to the Correct Assignment Group in the Assignments Area (if applicable)

*When you add a grade column into the Excel file and upload it, Canvas asks you what you would like to do with the column. You will click to add as a new assignment. When you do this Canvas automatically adds the assignment to the Assignment group in the Assignments area. You may need to move the assignment in the Assignments area of Canvas into the correct category.*

### HOUSEKEEPING

1. Ensure Instructor receives reports (Email, Thumb drive, Files in Canvas and/or Printed).
2. Delete all student info files into recycling bin.
3. Empty recycle bin.

### HELPFUL NOTES

1. If an instructor has more than 100 students, their appointment will require 1 hour. If there is an appointment in the block after, you will have to ask the instructor to reschedule the appointment.
  - a. This should be addressed when the instructor creates the appointment not when they come in for their appointment.
2. You can sort student enrollment by last name by double click Last Name on Roster tab in Parscore
3. If an instructor wants to give **full credit for a question** (even if students did not answer that question) manually put an (\*) in for the answer.
4. If point value for each question is "1 point" raw and total score will be the same.
5. If you cannot scan all forms at once split up and scan separately. When loading next batch, hit the **Start** button on scanner to continue scanning.
6. Add reports to Instructors flash drive or Files are in Canvas. You can only email reports that **Do NOT** have students' grades on them!! ***Emailing student grades is a violation of FERPA.***

- a. If you upload to course files, create a scantron folder to help keep organized for the instructor.
7. After you upload the column to Grades in Canvas, the grade column you uploaded will be visible to students
8. CIRT's scantron machine will only do the small red forms: Form #: F-289-PAR-L
  - a. The machine will not score the large red forms
  - b. The machine will only score the front of the form and not the back of the form.