

Using the Scantron Insight 4 ES

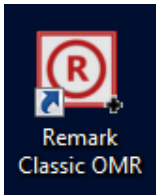
1. Complete the Key Item Count and Answers on your Key sheet

On the Scanner:

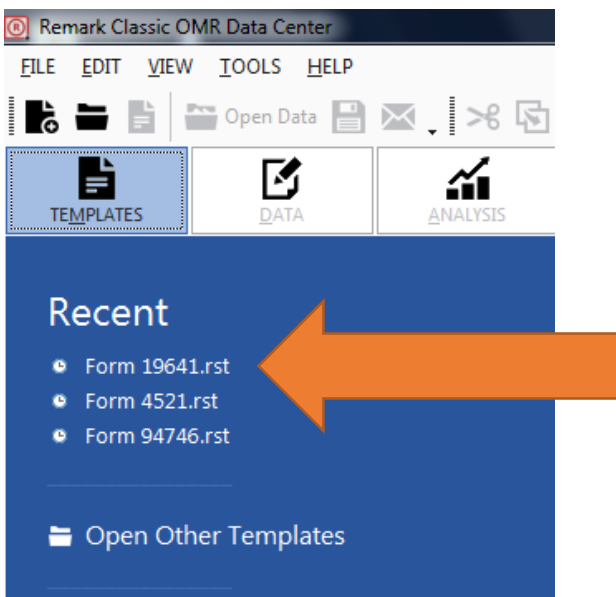
2. Wake the scanner up by pressing the lefthand white button below the scanner LCD screen
3. The scanner should be displaying this message: "Perform Test Scoring Yes/No?" If it is not press quit.
4. Load sheets in scanner document feeder including the answer key. The key should be on top. Note the direction arrow on the sheets.

On the Computer:

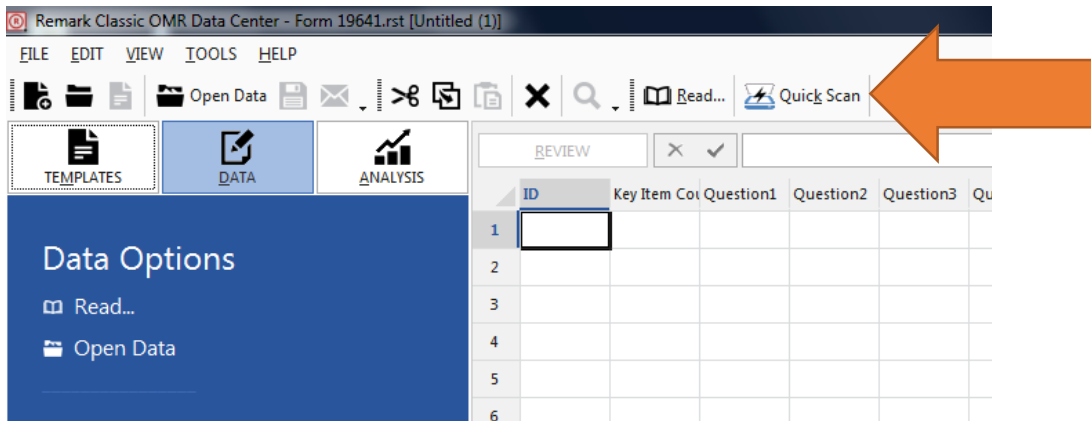
5. If the computer is not logged on restart the PC and it will automatically logon.
6. Launch the software by clicking on the **Remark Classic OMR** icon.



7. Under recent click **"Form 19641.rst"** If there are no options under recent follow the instructions below:
 - a. Click "Open Other Templates"
 - b. Click the Documents folder
 - c. Use the search field in the upper right to find "19641" and open 19641.rst



8. Click **Quick Scan** on the toolbar at the top. Click OK on the window that pops up.



9. **ON THE SCANNER** click the button under **Yes** to perform scanning. Scanning will begin. If the scanner does not say "Perform Test Scoring" click the button below "Quit" and then "Yes" to confirm.
10. After they key sheet is scanned click "Resume Scanning" on the computer. Once all of the documents feed through the scanner **click End Scan**

To Get Scoring Data and Reports from the PC (Optional):

11. **Click Quick Grade** in the toolbar at the top.
12. In the toolbar at the top click Email Report or Export Report to save it to a flash drive.
13. If Exporting a Report choose PDF for Export format.
14. There are many more reports available after clicking the analysis button.

For the 19641 Answer Sheet you can use an option Item Analysis Sheet 19630. Place the Item Analysis sheet at the bottom of your student answer sheets.

Note: In order for your student names to appear in the reports students must bubble in their PeopleSoft ID number on the answer form. The PeopleSoft ID is a 7 digit number. If students have a leading zero they must include it.

Scantron Software Support: 1-800-445-3141

UConn Hartford IT Support 1-959-200-3666