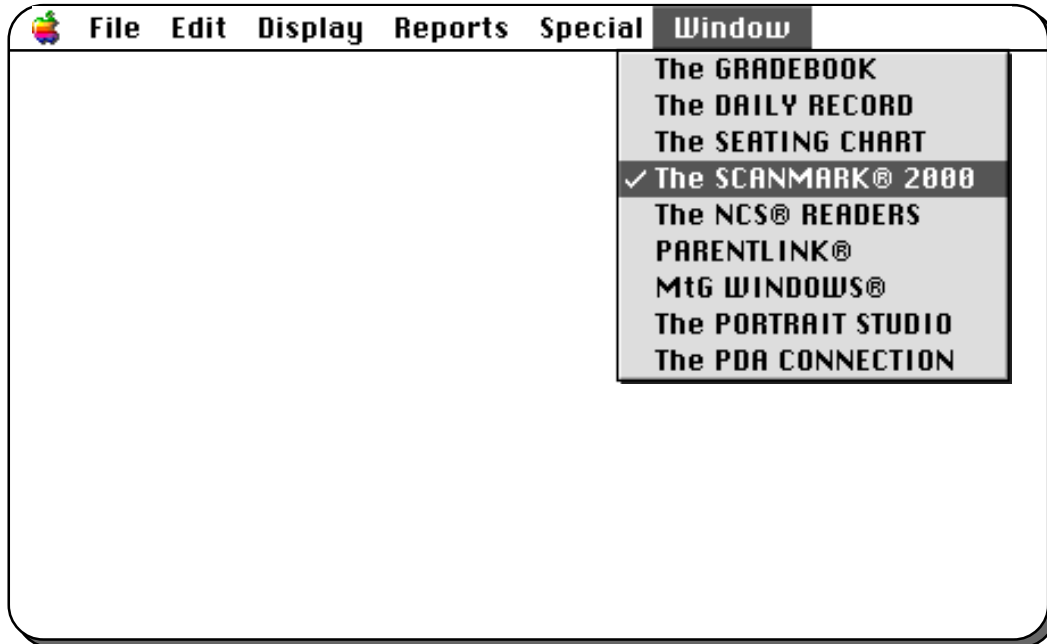
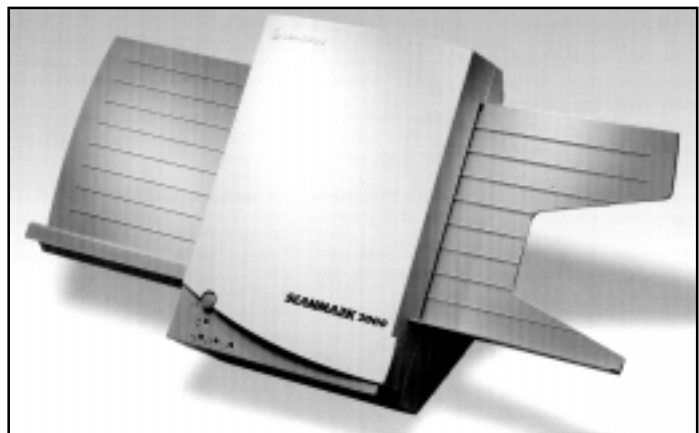


The ScanMark™ OMR



Here they are, the newest elements in *Making the Grade's* integrated package of teacher productivity tools—the **ScanMark™ 2000 and 2500 Optical Mark Readers (OMR)**. It has been our good fortune to work with Scantron Corporation for over ten years now, starting with the 1100, 1200, 1300, and 2100 series and *Grade Busters 1/2/3*. As easy as it was to scan students' multiple-choice answer sheets into the Apple II, the ScanMark 2000 and 2500 set unparalleled new standards for user friendliness and machine-scored testing within Macintosh classrooms. These marvelous devices are not only simpler to set up and operate than any of their predecessors (they're truly “plug and play”)—they're completely portable as well! They don't have to be bolted to a table in the faculty workroom or welded to a cart in the media center, for each weighs only 16.7 pounds and comes in its own travel case. (This looks so much like a bowling or ski boot bag that my students asked if we were going on a field trip recently instead of taking a scheduled monster test.) All of these marvelous features go for naught, however, if the devices don't make your job easier or save massive amounts of your precious time. Simply put, colleagues, this the ScanMark 2000 and 2500 do with aplomb, not to mention genuine concern for your departmental, building, or district hardware budgets. Take a close look and judge for yourself . . .



SCANTRON CORPORATION
<http://www.scantron.com>

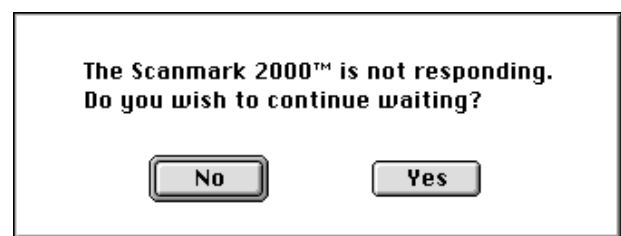
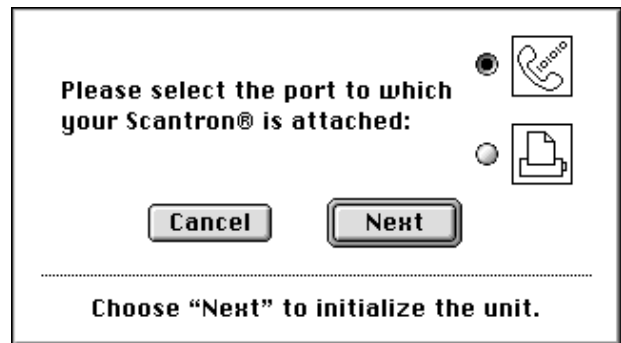
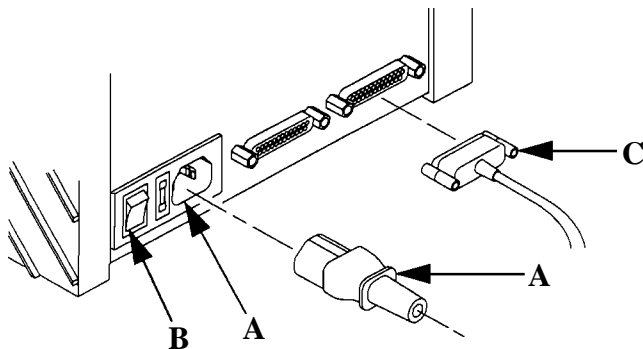
■ Setting Up The Machine

We're pleased to announce that setting up and connecting the ScanMark 2000 and 2500 to each of our three testing-station Macs required no technical savvy whatsoever—and not even one visitation to the User Manual accompanying the instrument. Of course, that document should be your first and primary resource for assembling the components of the ScanMark and for connecting it to your computer. Based on our experience, however, we can offer only two additional pieces of advice:

SETUP SUGGESTIONS

1. Because the ScanMark is easily carried from room to room, you'll probably set it up and tear it down frequently, perhaps even daily. If so, make doubly sure each time to secure the cable **firmly** to the backside of the machine. Fingernails or coins from your pocket or purse just won't do, so get yourself a little screwdriver and keep it handy.
2. You may connect the ScanMark to your Mac's **printer** or **modem** port. Connect it to the latter. Every time we connected through the printer port we couldn't "access" it because AppleTalk was on. Then we had to go to the Chooser, turn AppleTalk off, and reboot both machines to make a fresh run at the process. Too much trouble in this—so use the modem port.

Once you select the ScanMark 2000 option under **Window** in the *MtG* main menu, you'll see the screen at right asking where we should look for the device. (Notice the default radio button set to the recommended modem port.) Now, before you click the **Next** button to initialize the unit, make sure that the machine is plugged in (**A**), that it is turned on (**B**), and that the cable is firmly seated and connected (**C**) to the port indicated.



The above message is what you'll see if you don't *really* have a ScanMark 2000 attached and just wanted to see what would happen if you selected the option. However, if you actually **do** have one connected and *still* see this message, check the following items first: (1) the ScanMark power switch, (2) its power cord, (3) the serial cable connection on the ScanMark, and (4) the serial cable connection on the Mac. If everything seems to be set correctly, power down both machines for a few seconds, and launch afresh. Static electricity and gremlins have been known to stifle our best intentions before, right?

■ Setting Up an Assignment

There are **five simple steps** which must be followed to score a Scantron assignment and enter it into your gradebook. **First**, you must indicate the type of form used for the activity. **Second**, you must enter pertinent setup information for the assignment, just as you normally would. **Third**, you must tell us precisely which portion of the Scantron Form you wish us to grade. **Fourth**, you must scan the Answer Key. And **fifth**, you must score all of your students' sheets. That's all there is to it!

Step 1: Selecting the Form

The list of forms above will grow over the years, no doubt, as new sheets are designed and as we receive feedback from teachers across the country. Do be careful to differentiate among layout definitions for Side 1 Only forms, Side 2 Only forms, and Sides 1 and 2 forms. Check the range/position of items on your Answer Key before you make the above selection, and all should be well.

Code	Description	%
MAT	MATERIALS CHECKS	5.0
SPL	SPELLING/UCRAB DEU	10.0
LIT	LITERARY ACTIVITIES	15.0
WRIT	WRITING ASSIGNMENTS	15.0
ORAL	ORAL PRESENTATIONS	10.0
GAM	GRAMMAR EXERCISES	10.0
COM	COMPUTER LITERACY	10.0
PAN	PARENT NOTIFICATIONS	5.0
QFT	QUARTER FINAL TESTS	20.0

Step 2: Setting Up the Assignment

You've probably noticed the Scantron button on the assignment setup screen before, and at last it comes into play. Keep in mind that if you access the machine-scoring option from this screen, you should click that button *before* entering setup info in the boxes. Mac protocols necessitate finding and initializing the ScanMark without "baggage," so nothing entered here *before* the click will be retained.

Step 3: Indicating Activity Range

Once you've denoted the specific items to be scanned for this activity, click the **Scan Answer Key** button and feed it through the machine. Please note that you may leave items **blank** between the First and Last Questions, but we *will* ask you to confirm the "anomaly" if we find such gaps in your key. The sample activity at right had five empty items (26-30, as a matter of fact); therefore, the screen confirms only 30 active items between Questions 1 and 35. The assignment was assigned a value of 120 points, so each item will have an X-Factor of 4.000.

This Scantron summary screen is similar to those you've seen before, with a couple of significant exceptions. Notice the two numbers in the rectangles at left indicating the **First Question** and **Last Question** of the activity. These two items constitute the *MtG Money Saver*, for, depending upon the range of scores you wish to scan at any given time, you can use **ALL** of a student's answer sheet during the course of a year. For the activity at left we're reevaluating Items 1-35. The next time, we can focus upon Items 36-70 if we wish, thereby saving valuable paper.

Step 4: Scanning the Answer Key

■ Scoring an Assignment

The final window in the ScanMark 2000 OMR process is a familiar old friend, the Random Entry Screen (at least we *hope* you've seen this layout before). All you must do at this point is press **Return**, run your students' answer sheets through the machine, and check the screen to see what each person received. (Worry not—we can print the number of correct items on each page, but read your ScanMark User Manual to see exactly how that process works.) It is uncommon, but distinctly possible, that a sheet may jam going into the ScanMark or simply be misread in the scanning process. In that case, take a look at the suggestions below.

SCANNING TIPS

1. Be sure that the **Ready Lamp** (A) is **on** before feeding your Answer Key and students' sheets through the ScanMark. If at any point the machine falls "off line," we recommend that you exit *Making the Grade* and restart both machines. Remember, gremlins abound!
2. Occasionally a sheet will fail to pass cleanly through the ScanMark, becoming "locked out" of the scanner. (If so, you'll see the Ready Lamp blinking rapidly.) When this occurs, press the green **End Button** (B) **once** and insert that page again.

After your last answer sheet has been fed through the ScanMark, press the green End of Batch Button again (or press Command + Period on the Mac keyboard) to bring the scanning sequence to its conclusion. **NOTE:** If you suddenly discover an ungraded answer sheet or two lying around after pushing the End Button, click **Begin Scanning Sheets** again and feed the errant sheet(s) through. When you're completely finished with the batch, please note the summary line at screen bottom indicating how many good, bad, and duplicate feeds occurred during the session.

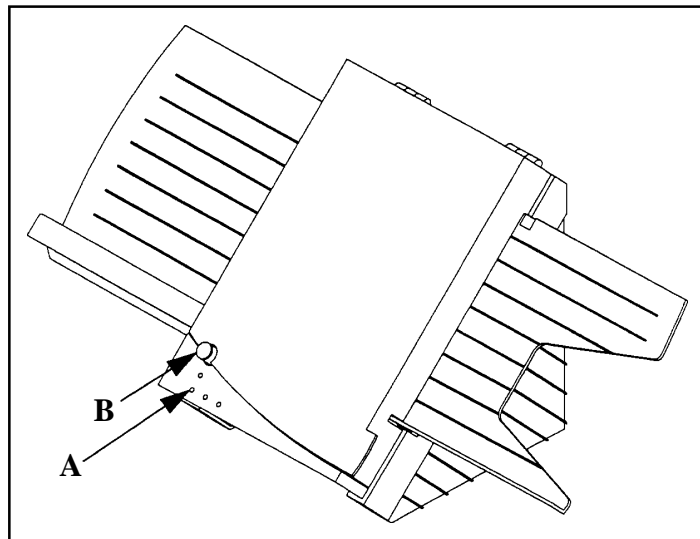
Scantron™ Machine Scoring Entry			
1 ARCHER, DEN	11 INGRAM, THO	21 OGDEN, KRIST	31 YODER, JERE
2 BOWLES, CHA	12 JANSEN, BEVE	22 O'GRADY, SHE	32 MURDOCK, GE
3 CHANCELLOR,	13 JENKINS, LY	23 POWELL_JR.,	33
4 DICKERSON	14 KNIGHT, REBE	24 RAYMOND, CA	34
5 GARCIA, EUGE	15 KOSTERMAN,	25 RUTLEDGE, MI	35
6 GLENN, HELE	16 LEE, TAMARA	26 SAMPSON, EU	36
7 GRAY, KATHLE	17 LEWIS, JEFFR	27 SMITH, DICKI	37
8 HOWARD, STA	18 MC_CANN, M	28 ST._JAMES, L	38
9 HUNTINGTON,	19 MORGAN, DO	29 TORRENCE, JE	39
10 HUSTON, STEP	20 NUSS, TIMOTH	30 WINSTON, KR	40

Press "Return" to begin scanning students

Cancel Previous **Begin Scanning Sheets** Done

Step 5: Scanning Students' Answer Sheets

The Control Panel of the ScanMark 2000



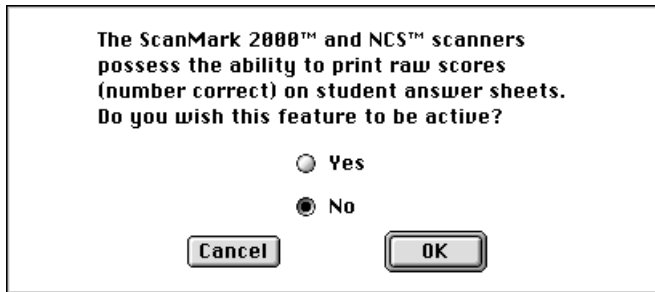
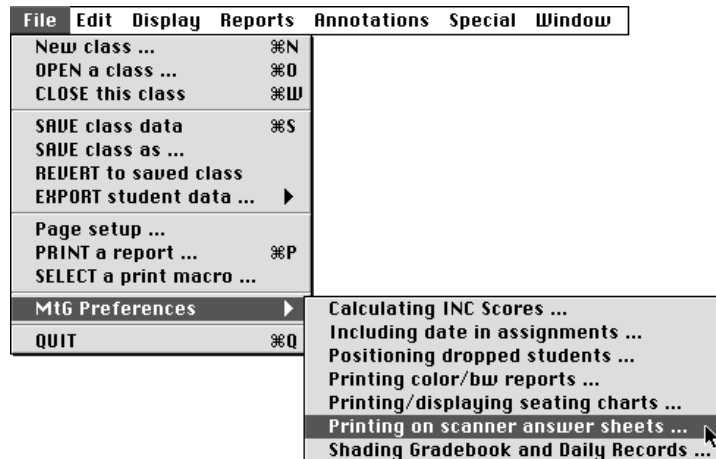
ScanMark Assignment Summary Screen

Scantron™ Machine Scoring Entry			
1 ARCHER, DEN	11 INGRAM, THO	21 OGDEN, KRIST	31 YODER, JERE
2 BOWLES, CHA	12 JANSEN, BEVE	22 O'GRADY, SHE	32 MURDOCK, GE
3 CHANCELLOR,	13 JENKINS, LY	23 POWELL_JR.,	33
4 DICKERSON	14 KNIGHT, REBE	24 RAYMOND, CA	34
5 GARCIA, EUGE	15 KOSTERMAN,	25 RUTLEDGE, MI	35
6 GLENN, HELE	16 LEE, TAMARA	26 SAMPSON, EU	36
7 GRAY, KATHLE	17 LEWIS, JEFFR	27 SMITH, DICKI	37
8 HOWARD, STA	18 MC_CANN, M	28 ST._JAMES, L	38
9 HUNTINGTON,	19 MORGAN, DO	29 TORRENCE, JE	39
10 HUSTON, STEP	20 NUSS, TIMOTH	30 WINSTON, KR	40

Good Feeds: 30 Bad Feeds: 1 Duplicates: 1 Total: 33

Cancel Previous **Begin Scanning Sheets** Done

■ Scanner Preferences



Careful readers of this portion of the documentation may have noted (on page 122) that *Making the Grade* “can print the number of correct items on each page, but read your ScanMark User Manual to see exactly how that process works.” Unfortunately, we know all too well how difficult locating such a document can be. (“Hey, has anyone seen the ScanMark User Guides? They were here in this drawer last year, I think . . .”) Therefore, the feature in question can be found within *Making the Grade* itself in the

File menu under **MtG Preferences** and in **Printing on scanner answer sheets**. As seen in the screen above, the program defaults to “No” when asked if you wish to print raw scores on student answer sheets. We chose this position for two reasons: The scoring process is much quieter and less disruptive (if your machine is in the classroom), and you will more than likely wish to use the same answer sheet again in the future. Because the ScanMark usually prints raw score in the same position on each answer sheet, these numbers quickly become unreadable, anyway.