UHCL Scantron Workstation – Scanning and Running Exam/Survey Reports

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Welcome to UHCL's new Scantron system! Remark Classic OPM's scanning and reporting software is a powerful system with many options. In these instructions, we'll stick to the most commonly used features. At the end of this document, we'll provide some resources available if you want to explore more advanced functionality.

Part 1 – Getting Started

1. Power on the Scantron unit by pressing the left white button in the bottom right corner and load your Scantron documents into the Scantron machine/reader, making sure that you adhere to the following:
   a. Your "key" sheet must be on the top
   b. Place the sheets facing up, with the barcoded edge facing toward you.

2. If you plan to print hard copies of your exam results, press the OK button on the printercontrol panel to wake it from "sleep mode."
3. Log into the computer workstation with your UHCL computer account credentials.
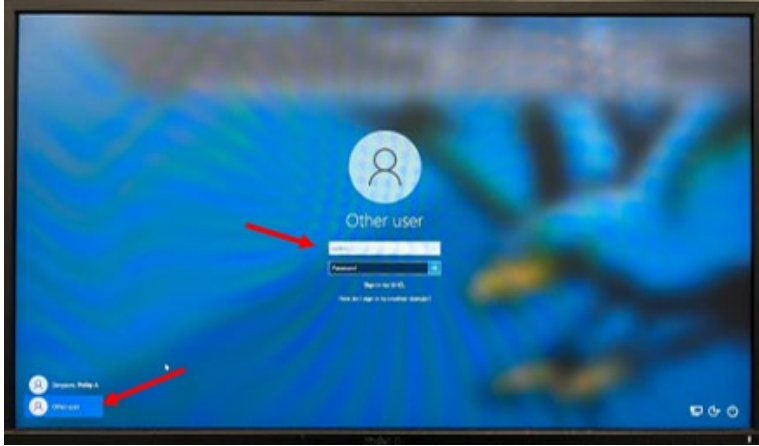
4. **First Time Using This Computer?** Let's configure OneDrive so you can easily save your Scantron results. Start by clicking the file folder icon at the bottom of your Windows and then click the OneDrive link.
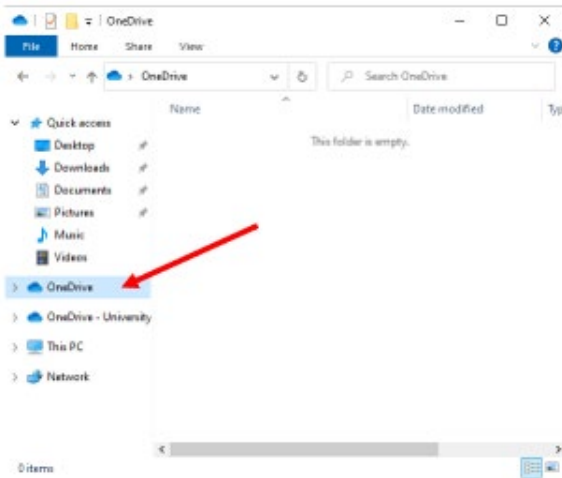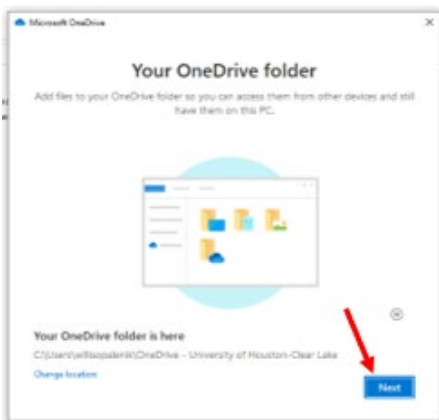

5. Doing so should cause the following message to appear. Type your UHCL email address in the space provided and click the **Sign in button**.
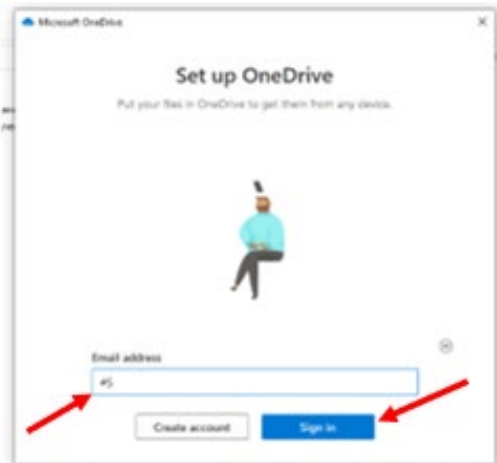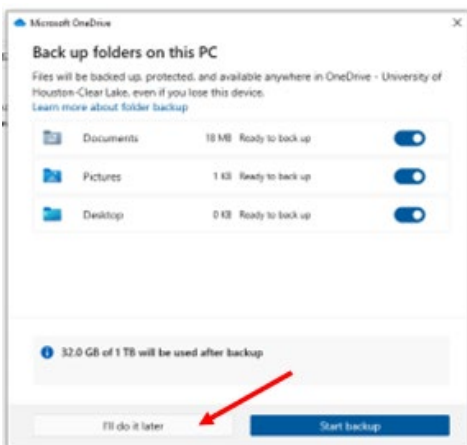
6. Log in and authenticate with DUO.
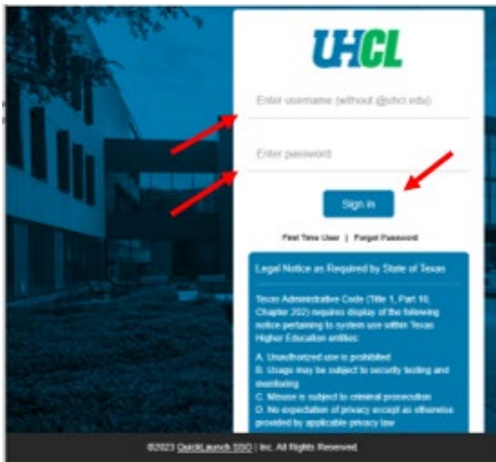
7. At the Your OneDrive folder screen, note the location of your OneDrive folder (e.g., C:\\Users\username\OneDrive – University of Houston – Clear Lake) and then click the **Next button** to continue.

8. Click the **I'll do it later button** at the Back up folders on this PC scree**n**.

9. You'll be prompted to review several more informational screens. Just keep clicking the **Next buttons** until you reach the following screen. Then click the **Later button**.
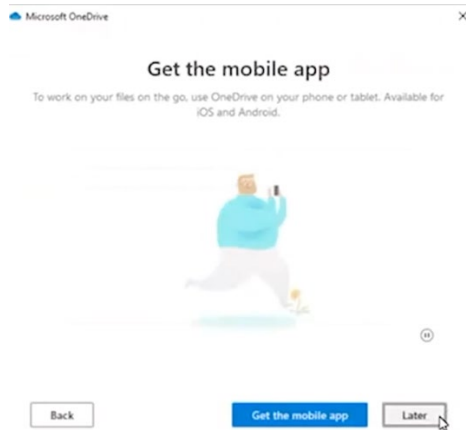
10. Minimize your OneDrive screen, and we'll focus on the Scantron software, Remark Classic OMR.

## Part 2 - Using Remark Classic OMR

1. On the computer workstation, locate the Remark Classic OMR icon on the desktop and double-click to open the application.
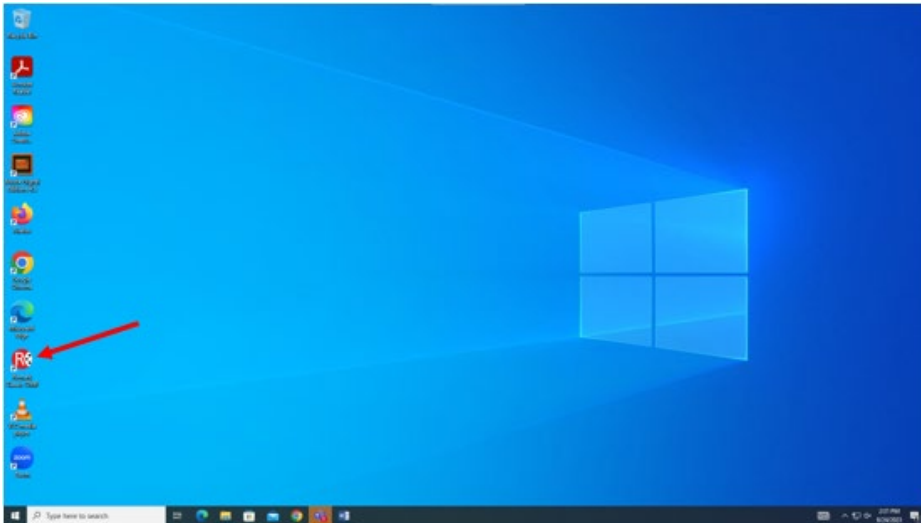
2. When opening Remark Classic the first time, you may encounter a "backward compatibility" message like that shown below. Check the box next to "I understand that…" and then click the Got it! Button.


Similarly, you may encounter a software update needed message like that shown below. If so, click the Close button to continue running your exams, please please let the OIT Support Center know about the message after you've finised so that we get the system updated.
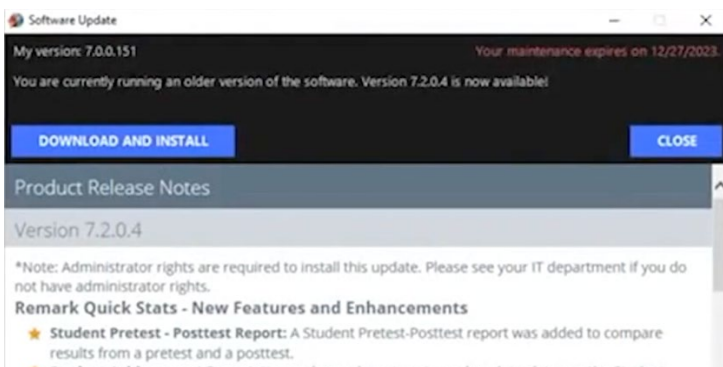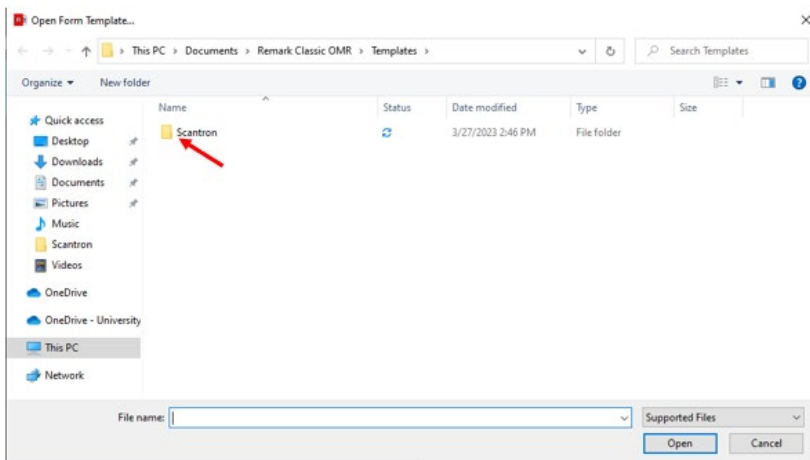
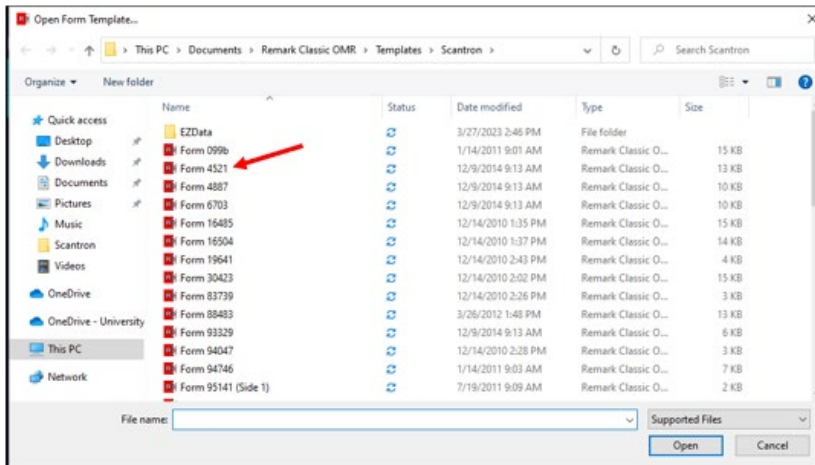3. Locate and click the File menu on the Remark main page to open it.

4. From the File menu, select the **Open Form Template option**.
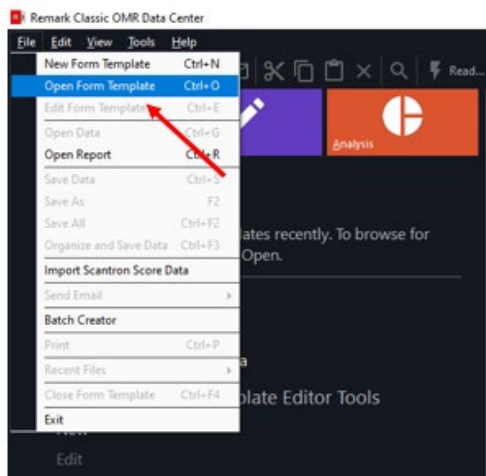
5. At the resulting Open Form Template screen, double-click the **Scantron folder** to open it.

6. On the next screen, double-click **the Scantron form number** that corresponds to the form number on your Scantron sheets. **UHCL faculty typically use Form 4521**.

7. You'll be returned to the Remark Classic OMR screen. Locate and click the **Read option** (either at the top or on the left side menu).
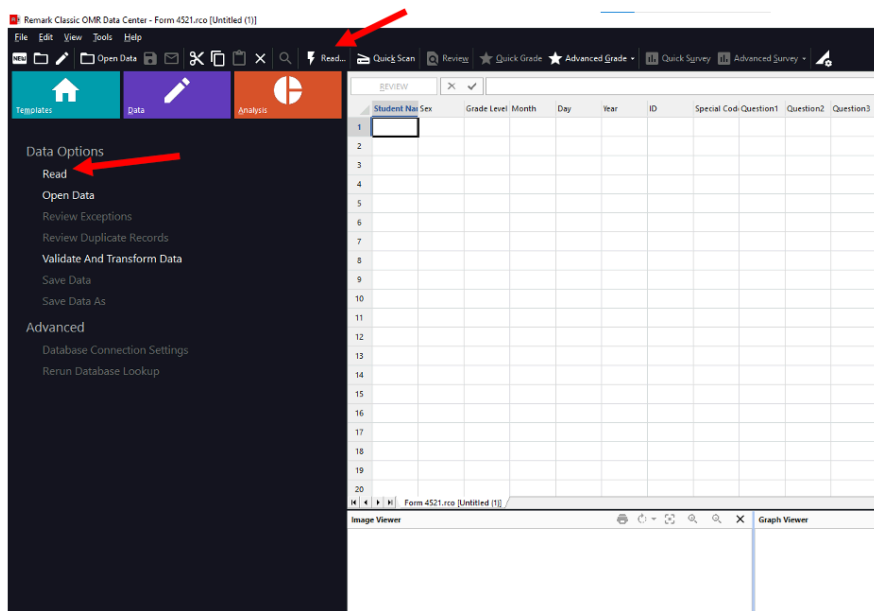

8. At the Classic Read screen, click the Read button in the lower right corner to begin scanning your exams. **NOTE: If you see a message pop up that says "No barcode reader found on scanner," click OK to proceed.**
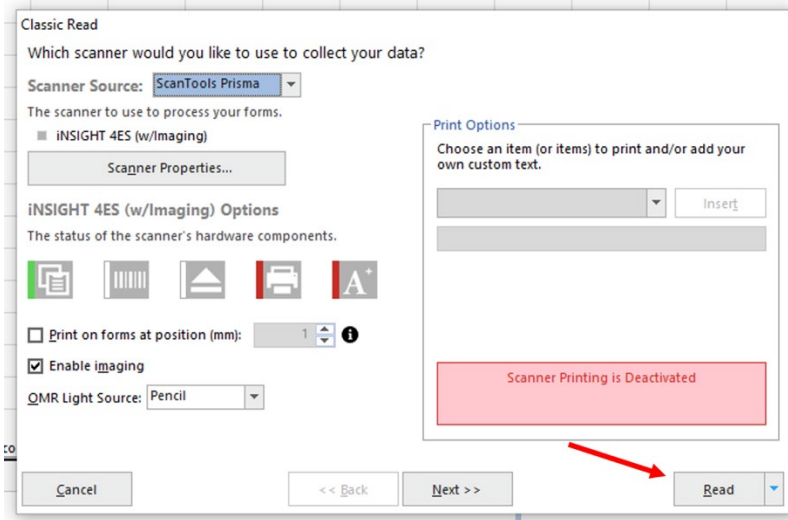
9. Your pages will begin scanning, and when finished, you should see a screen like the following appear on the computer. **NOTE:** Don't be alarmed by the "BLANK" data cells. The job isn't yet finished. Click the **End Scan button** to continue processing your scans.
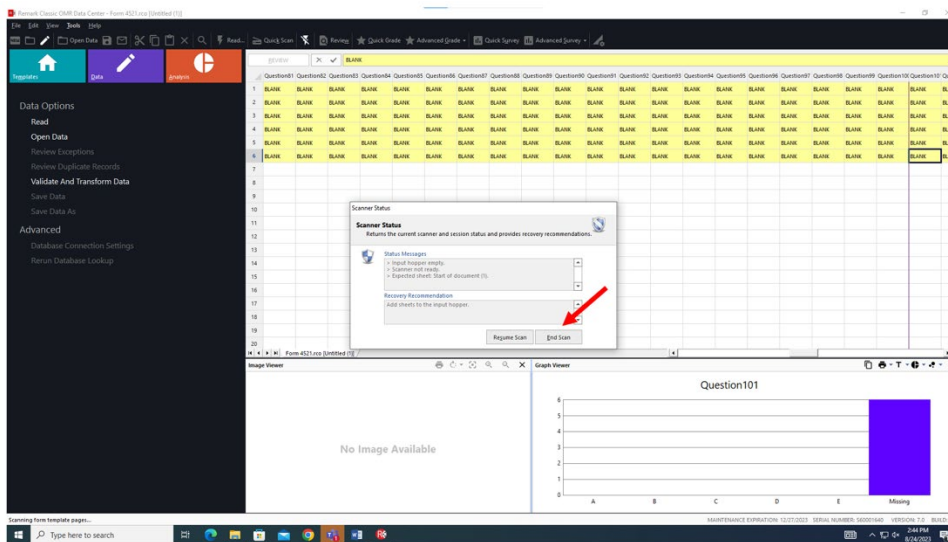

10. You'll then see the exam data screen, like that shown below. Note the following areas:
    1. Student Names
    2. Student ID Numbers
    3. Students' Responses to Each Question
    4. Digital image of a Student's Exam Form (as you click different student names in the table, the image will change to that student's form.
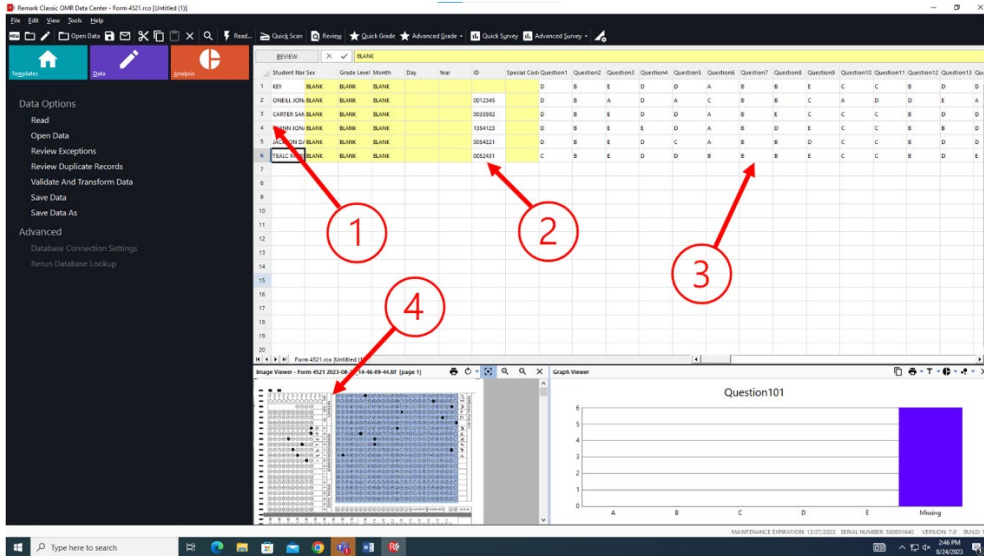
11. For many instructors, clicking the **Quick Grade option** is the fastest way to score your exams and compute student grades on the exam.
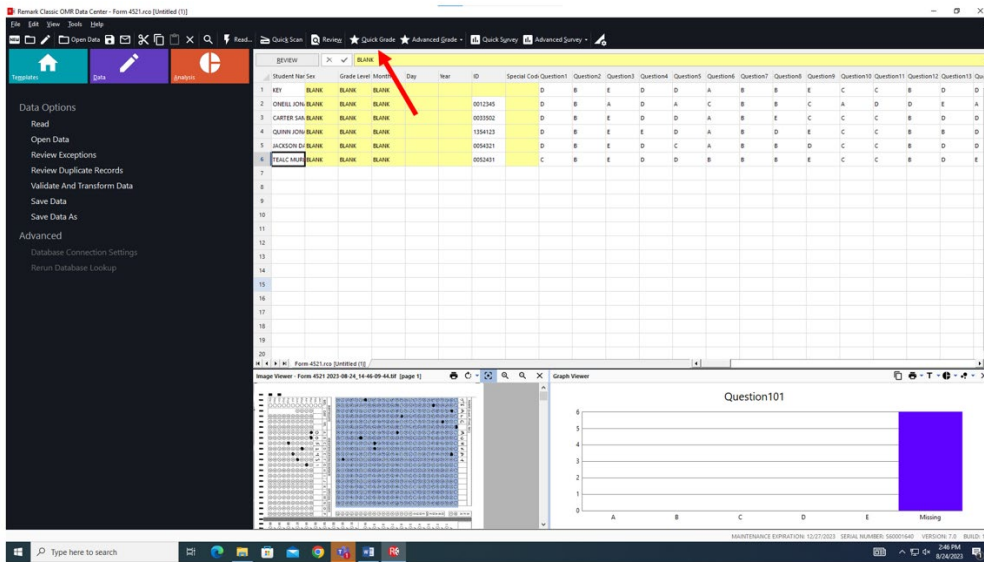
12. The Quick Grade window will open and display each student's score and letter grade. You may then use the options listed to the left of the results screen to see different analyses of student performance. The default page is the Student Statistics Report, shown in this screen capture.
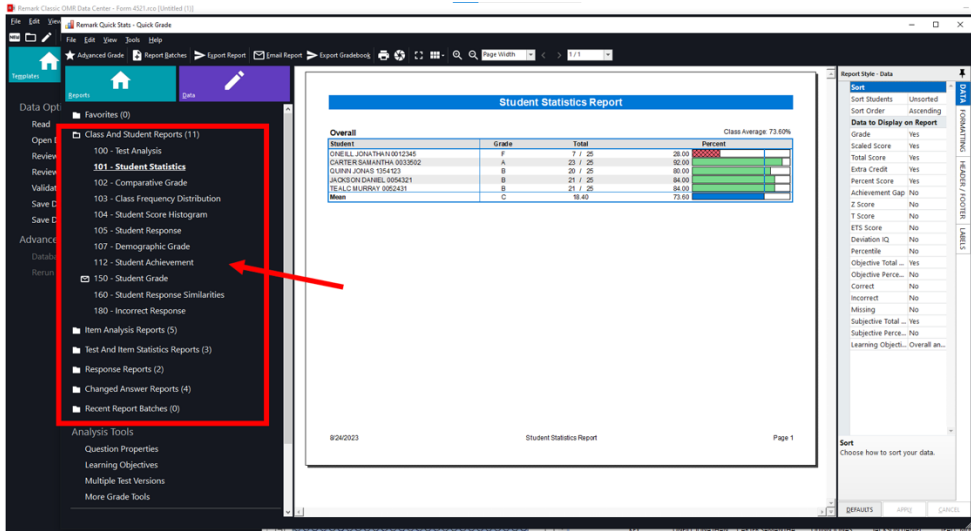
13. Another report popular with instructors is the Student Response Report, which shows students' scores and answers to questions.
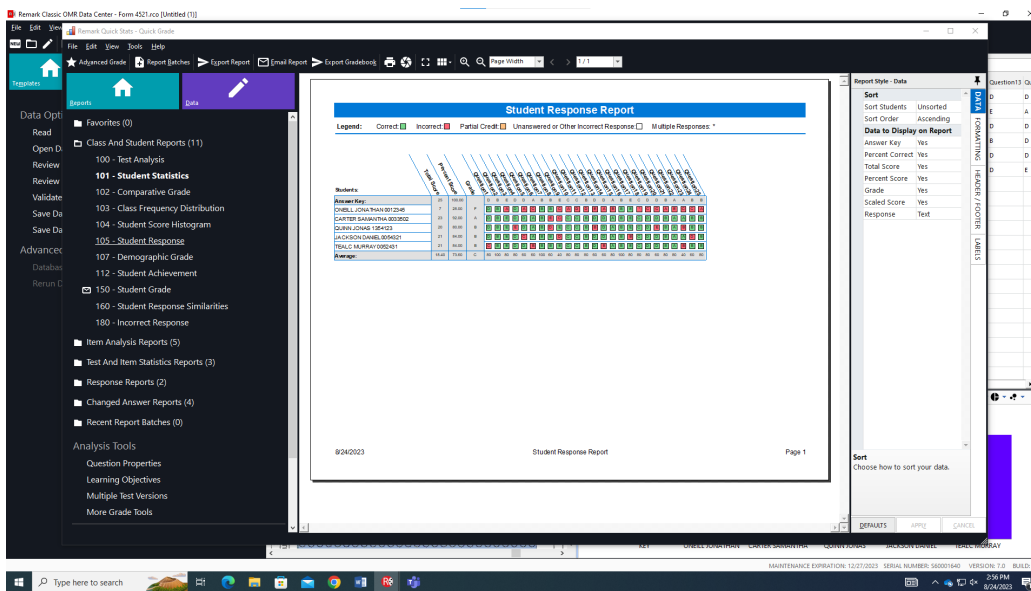
Part 3 - Results Output Options

Save Individual Reports as PDFs in OneDrive

1. Select the kind of report you want to save (e.g., 101 – Student Statistics).
2. Select the Export Report option.

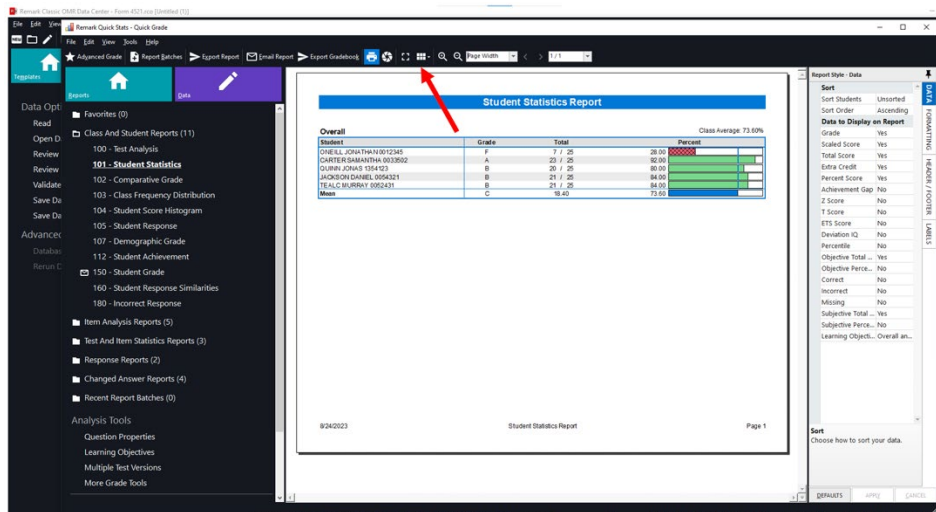3. At the resulting screen, click the Export button.

4. Select the location in your OneDrive where you want to save the file. Then, specify a name for the file and click the Save button to finish.
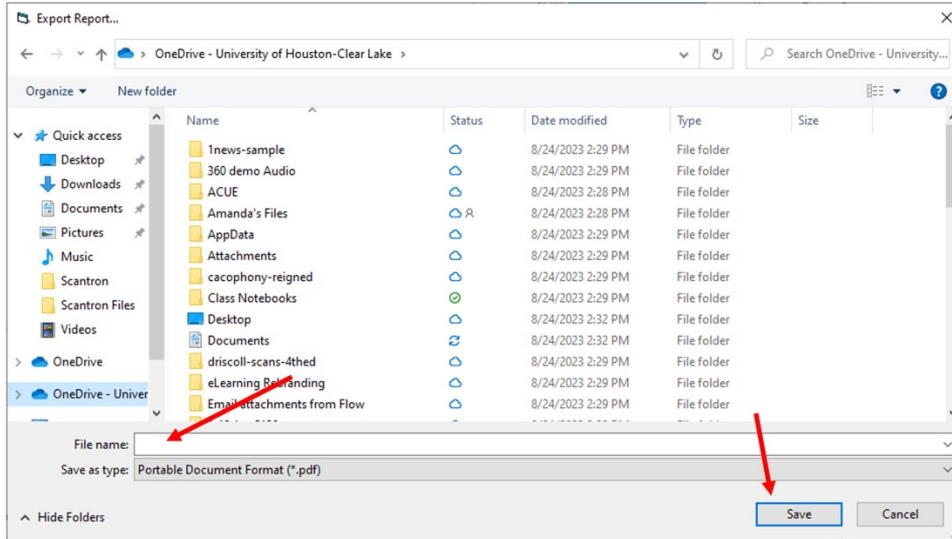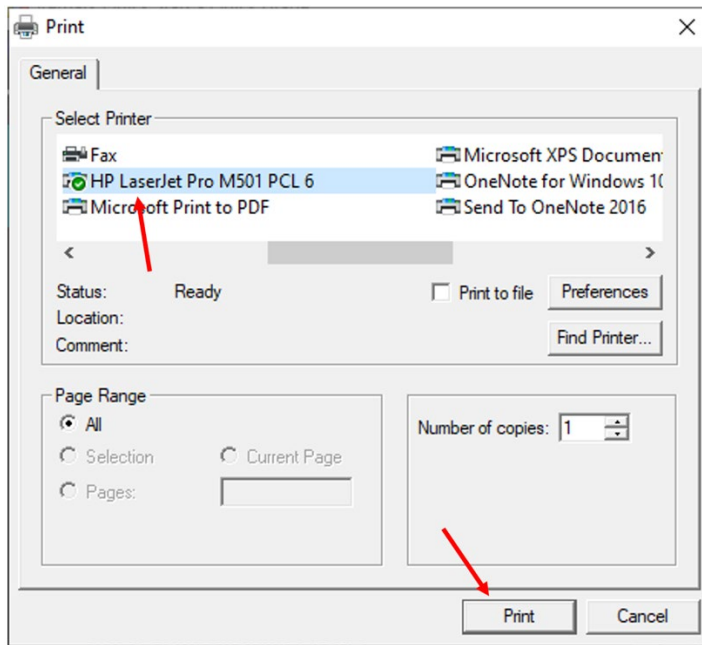
Print a Hard Copy of Results/Reports

1. Select the report type you want to save (e.g., 101 – Student Statistics).
2. Click the printer icon at the top of the screen.

3. Make sure the selected printer is HP LaserJet Pro M501 PCL 6 at the resulting screen. Then, click the Print button.
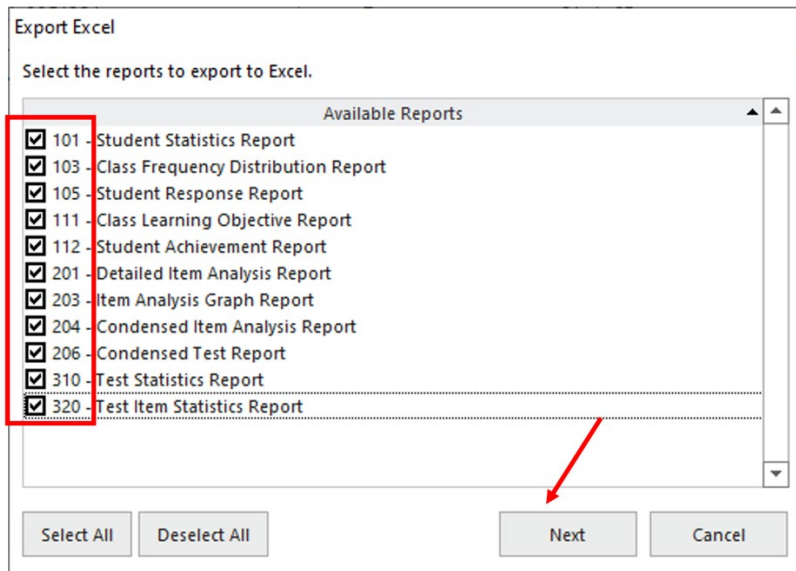
Part 4 - Export Results and Ending Your Session

Exporting Results to Excel

1. Open any report type (e.g., 101 – Student Statistics).
2. Locate and click the File menu, select Export, and then select the Export Excel option.
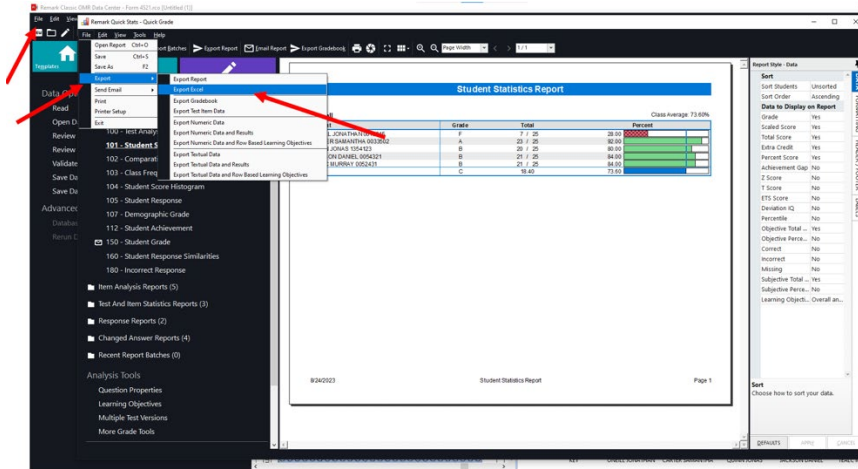
3. Check or uncheck boxes at the resulting Export Excel screen to specify which reports you want to export to Excel. Then click the Next button.


4. At the resulting Export Excel Reports screen, locate the area in OneDrive where you want to save the Excel spreadsheet. Enter a name for the spreadsheet and then click the Save button.
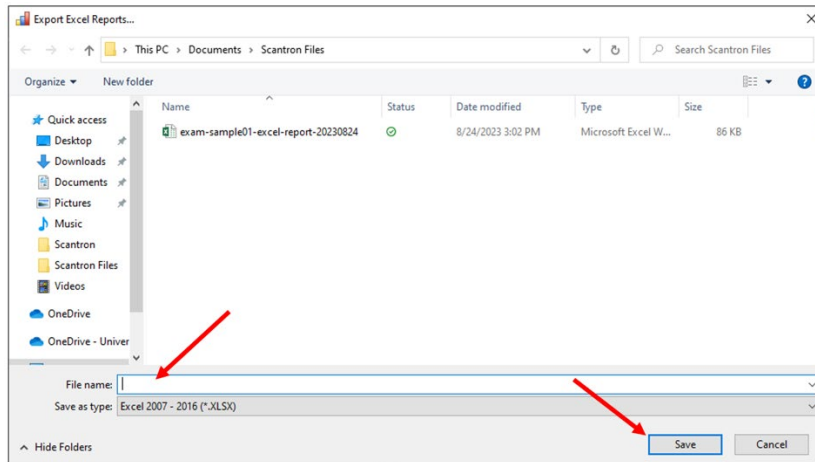
5. After a few minutes, the saved Excel file will open. You can select different sheets within the file to review various Scantron reports for your exam.

Ending Your Session/Signing Out

Close any individual report windows you may have open in Remark Classic OMR. At the final screen, click the File menu and select the Exit option. **Don't forget to take your Scantron forms with you when you leave!**
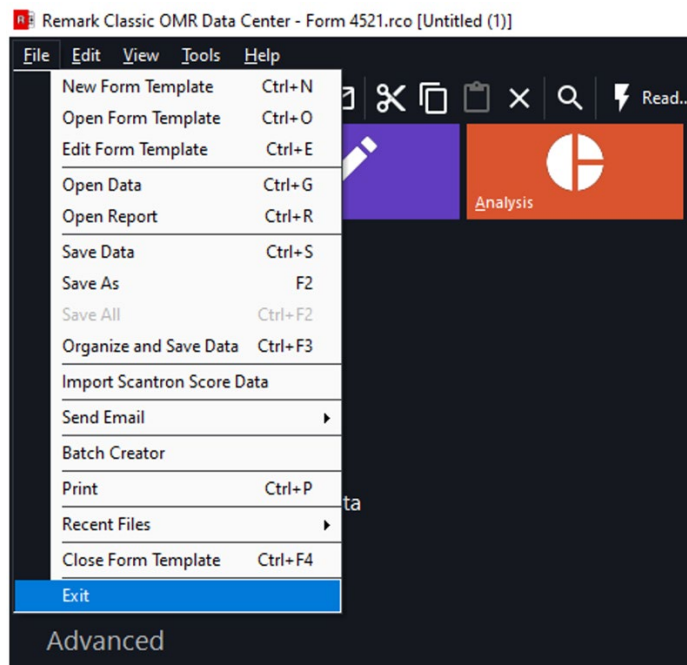
At the resulting Save Changes screen, you can save the settings you used for this set of exam reports. Otherwise, click the Don't Save option to continue.
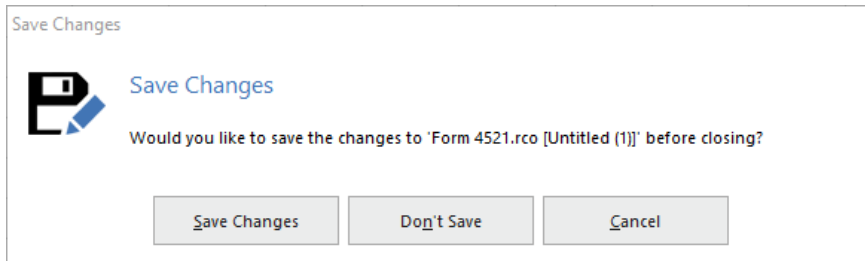
Close any other open applications or windows you used. Then make sure that you sign out of the workstation so that the next user doesn't accidently start a session as you.