

# Opscan Self-Scan

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Self-Scanning using the Opscan 4U allows you to score Opscan exams yourself and receive your grades and statistics right away. If errors exist in the student answer sheets, Self-Scan will also produce a list errors. The Self-Score program expects the answer key to be filled out the same way the answer key is filled out for the original Opscan scoring program.

## On the Scanner

### Step 1 Preparing the Scanner

Make sure the Opscan 4U scanner is turned on. The LCD panel on the scanner should display the text shown in Figure 1A. If no text is displayed in the LCD panel Press the ON button (Figure 1B).



Figure 1A Opscan 4U LCD display

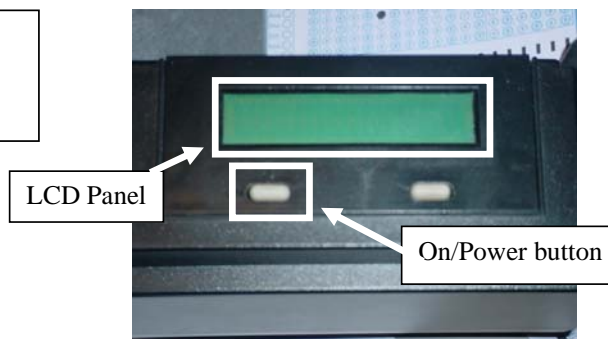


Figure 1B Opscan 4U LCD display

Load the Instructor's answer sheet into the input hopper by pressing the button on the scanner marked "**PRESS TO LOAD**", placing the sheet in the hopper and then releasing the button. This places a roller on top of the sheet so the sheet will feed through the scanner. The sheet should be loaded such that the timing marks are near the Opscan LCD panel and the beveled edge is in the upper right hand corner of input hopper.

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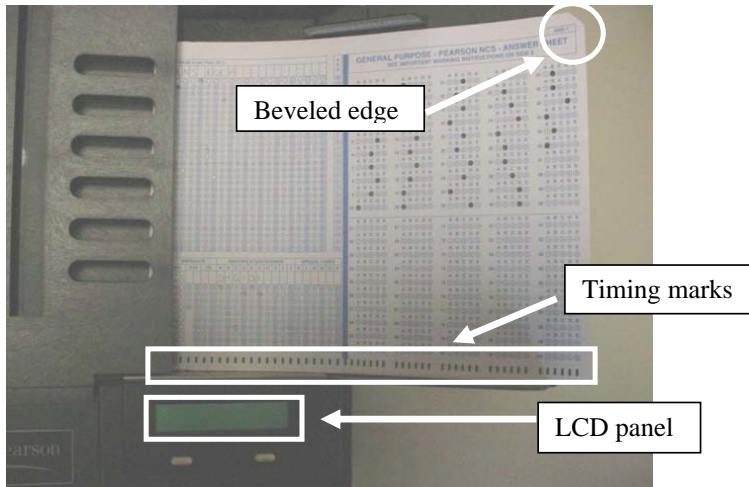


Figure 2 Answer sheet loaded into the Opscan hopper

## On the Computer

### Step 2 Login to the Opscan Account

In the login windows (Figure3) select **Workstation only**. Use “opscan” for the Novell Username. There is no password.

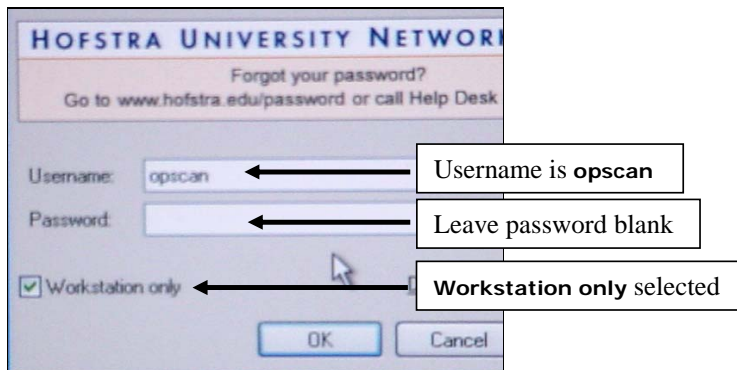


Figure 3 Opscan login

### Step 3 Starting Self-Score

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Double-click on the Desktop icon for the scoring program (Figure 4A) or click the Windows Start button and select **Score Opscans** from the pop-up menu (Figure 4B). You may see a black and white screen as the scoring program does some behind the scenes cleanup.

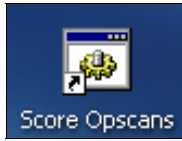


Figure 4A Desktop shortcut for the Opscan scoring program

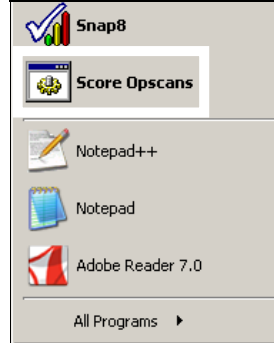


Figure 4B Start menu

### Step 4 ScanTools Plus Scanning

The ScanTools Plus screen will appear (Figure 5A). (ScanTools Plus is the program which actually scans the Opscan sheets.) “004 – 4521C” should appear in the Application field

Click the **Scan** button in the ScanTools Plus window (Figure 5B) to start the scanning.

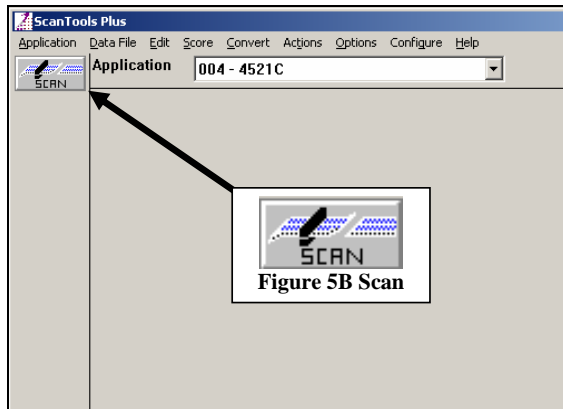


Figure 5A ScanTools Plus screen

### Step 5 Overwrite the Previous Data File

ScanTools Plus should display an error message asking if you want to delete the existing opsdats.dat file (Figure 6). Click the **Yes** button in the ScanTools Plus dialog box. (Each run of the scoring program overwrites the previous file to enhance confidentiality of the data.)

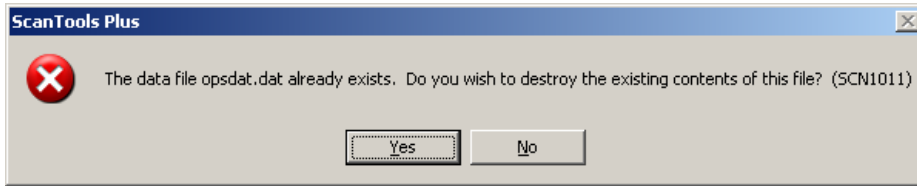


Figure 6 ScanTools Plus overwrite message

### Step 6 Scanning the Sheets

The scanning progress dialog box will appear showing the number of the sheet being scanned and the name portion of the Opscan sheets being read. 7 shows that the first sheet fed through the scanner had "ANS DUDEK" bubbled in on the answer key. You should expect to see the entry which you bubbled into the Name section of the first sheet appear in the **Scanning** dialog box.

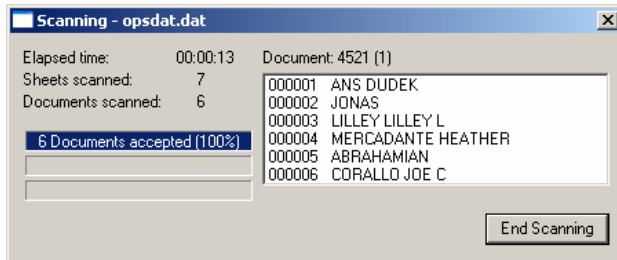


Figure 7 ScanTools Plus Scanning progress dialog box

### Step 7 Scanning Errors/Adding more Sheets

After the answer sheet is fed through the scanner, ScanTools Plus will display a **Scanner Error** dialog box (Figure 8). The **Scanner Error** dialog box will appear every time the input hopper is empty. Place the rest of the sheets in the input hopper, press down on the button on the scanner labeled "PRESS TO LOAD", and click the **Resume** button in the **Scanner Error** dialog box.

If sheets jam in scanner, check the scanning dialog window to see if the

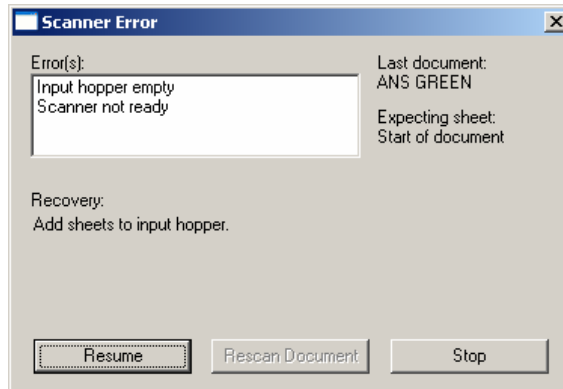


Figure 8 ScanTools Plus empty hopper dialog box

name on the sheet which jammed appears in the scanning window (Figure 8). If a jammed sheet does not appear in the **Scanning** dialog box, feed the jammed sheet through the scanner again.

If a sheet is fed in upside down or backwards a different **Scanner Error** dialog box (Figure 9) will appear. The "Form ID marks" in the error message refer to the irregular dark marks on the short edge of the Opscan forms.

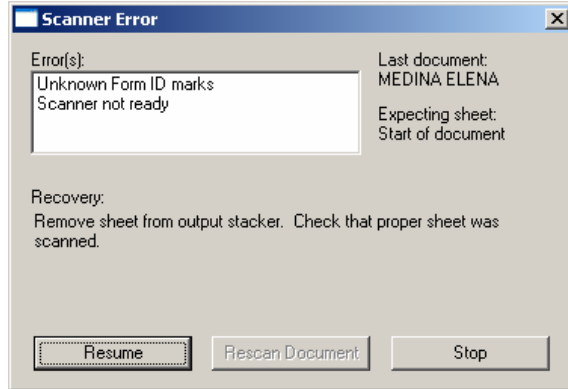


Figure 9 ScanTools Plus empty hopper dialog box

The sheet which caused the problem will be in the scanner's output tray. Put the sheet back into the input tray and click the **Resume** button on the **Scanner Error** dialog box.

### Step 8 Scanning the Trailer Sheet

After all the sheets have been scanned, place the Trailer sheet in the scanner's input hopper, press the "**PRESS TO LOAD**" button, and click the **Resume** button in the **Scanner Error** dialog box. The trailer sheet should be located under the scanner.

The Trailer sheet is a regular NCS4521 form with "TRAILER" bubbled into the Name section (Figure 10A) and "999999999" filled in the Identification section (Figure 10B).

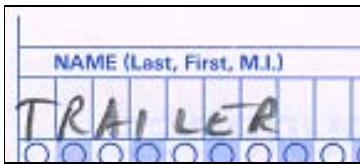


Figure10A Trailer sheet Name section

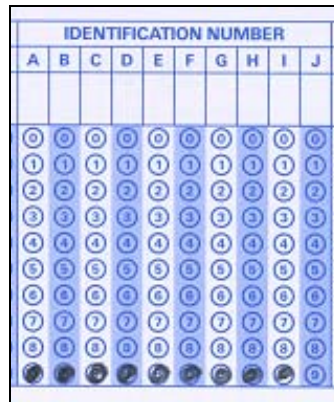


Figure10B Trailer sheet Identification section

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If you cannot find a Trailer sheet you can make your own by filling in the sections as shown in Figure 10A and 10B.

After the Trailer sheet has been read, the ScanTools Plus will display the **Scanner Error** dialog box again (Figure 8). Click the **Stop** button.

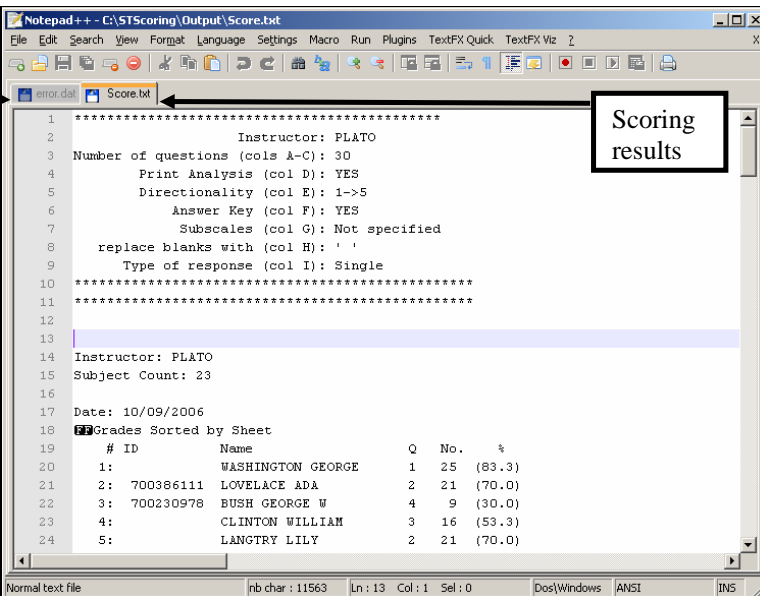
### Step 9 Exiting ScanTools Plus

After scanning the Trailer sheet, close the ScanTools Plus program by clicking the close box in the top right corner of the ScanTools Plus window or selecting **Application > Exit** in the ScanTools Plus window.

### Step 10 Reviewing the Results

A black and white screen may appear on the screen briefly and the results of the scoring and the error file will appear in separate tabs in the Notepad++ editor.

Figure 11 shows Notepad++ editor with two files open. The results of the scoring are in a file named `score.txt`. Errors detected by the scoring program are in the file named `error.dat`.



The screenshot shows the Notepad++ editor with two files open: `error.dat` and `Score.txt`. The `Score.txt` file contains the following text:

```
1 *****
2                               Instructor: PLATO
3 Number of questions (cols A-C): 30
4   Print Analysis (col D): YES
5   Directionality (col E): 1->5
6   Answer Key (col F): YES
7   Subscales (col G): Not specified
8   replace blanks with (col H): ' '
9   Type of response (col I): Single
10 *****
11 *****
12 *****
13
14 Instructor: PLATO
15 Subject Count: 23
16
17 Date: 10/09/2006
18 Grades Sorted by Sheet
19 # ID      Name                Q No.  %
20 1:      WASHINGTON GEORGE      1 25  (83.3)
21 2: 700386111 LOVELACE ADA           2 21  (70.0)
22 3: 700230978 BUSH GEORGE W          4  9  (30.0)
23 4:      CLINTON WILLIAM    3 16  (53.3)
24 5:      LANGTRY LILY       2 21  (70.0)
```

Two callout boxes are present: "Error Listing" points to the `error.dat` tab, and "Scoring results" points to the `Score.txt` tab.

Figure 11 Results in Notepad++

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The error file, and `error.dat`, lists problems. Figure 12 shows that on the thirteenth student sheet (Horace Harding) the mark on question 23 could not be determined and question 30 was left blank. The Identification section was not filled in on student sheet number 18.

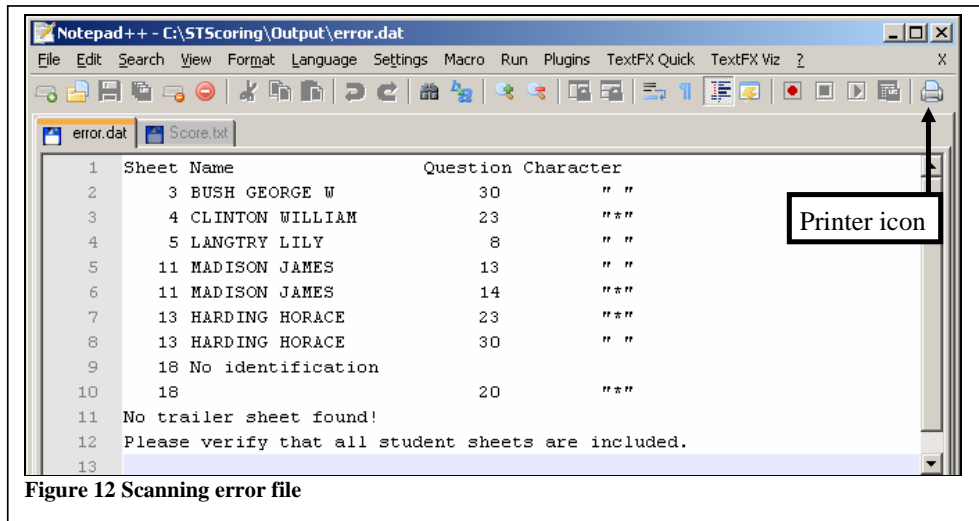


Figure 12 Scanning error file

### Step 11 Saving or Printing the Results

You can print the results using File > Print menu selection in Notepad++ or by clicking the printer icon (see Figure 12). Each file must be printed separately. Both the error file (`error.txt`) and the results file (`score.txt`) are in the same directory:

`C:\STScoring\Output.`

### Step 12 E-mailing the Results

You can E-mail the results as an attachment using a browser. Both the error file (`error.dat`) and the results file (`score.txt`) are in the same directory: `C:\STScoring\Output.`

The Internet Explorer and Firefox icons on the desktop will connect you to the Hofstra Email. When you view the E-mail in your office or at home, the attachments will open the same way your E-mail currently opens text files.

If you feel more comfortable having the results in the body of an E-mail message, you can cut and paste the text from the Notepad++ editor into the body of the E-mail.

**Comment [A1]:** The location of the files is included twice, both in Step 11 and Step 12 because the person might choose not to print, then decide otherwise. Citing the location in two places may make it easier for the faculty to find the files if they need to.