

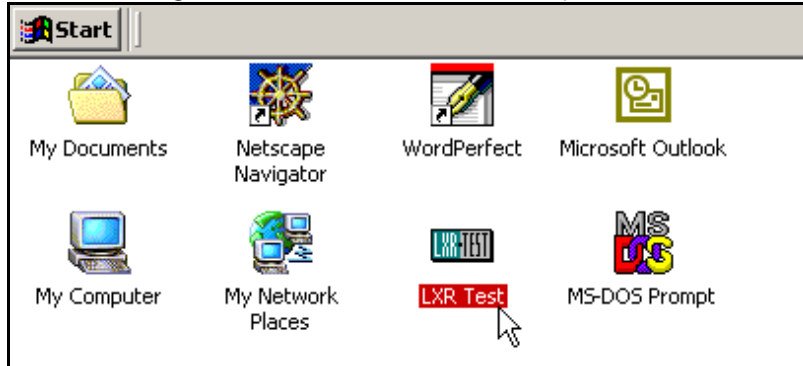
# Scantron Operating Instructions

## Getting Started

1. Turn on the computer and monitor.
2. Use your Bayboro account (office user name and password) to log in to Windows.



3. Make sure that the Scantron machine is turned on. If it is off, flip the on/off switch located at the rear of the Scantron machine, towards your right.
4. After logging into Windows and checking the Scantron machine, start the LXR Test application by double-clicking its icon on the Windows desktop.



5. LXR Test will start with an "Open file" window. Click the "New" button located on the bottom right of the window to create a new scoring file instead.
6. Use the file type menu at the bottom of the "New" window to change the file type to a scoring file, with a ".scr" extension.

## Getting Ready to Scan

1. After logging into Windows and checking the Scantron machine, start the LXR Test application by double-clicking its icon on the Windows desktop.
2. LXR Test will start with an "Open file" window. Click the "New" button located on the bottom right of the window to create a new scoring file instead.
3. Use the file type menu at the bottom of the "New" window to change the file type to a scoring file, with a ".scr" extension.
4. A list of template scoring files will appear above. Choose the file labeled "test.scr" and click "OK". The LXR Test application will ask you if you would like to replace that file. Click "Yes" to replace it and create a new file.

## Loading the Scantron Answer Forms

1. On the front control panel of the Scantron machine, press the blue number one (1) button. This will prepare the loading tray for placing the forms.
2. Place the response forms in the loading tray. Put the answer key form on top of the response pile.
3. Align the answer key and response forms so that the heavy, black vertical marks on the left side of the forms are facing the front of the scantron machine while the large black squares at the top of the form are facing into the scanning bar of the machine (towards the output tray of the Scantron machine).
4. On the front control panel of the Scantron machine, press the blue number one (1) button again. This will prepare the loading tray for scanning the forms.

## Scanning the Answer Key and the Response Forms

1. Go back to the computer and click "Score" menu at the top of the LXR Test application window.
2. Click "Form Setup" button. The "Form Setup" window will open, with a form number highlighted. The standard form for the University of South Florida is form "USF8784". USF also has a larger form standard. If you are using USF's larger forms, choose the "USF7909" form number.
3. Make sure that the reader sensitivity is set to "medium".  
**NOTE:** Adjusting the reader sensitivity will not help to scan the forms accurately if the forms were filled out with something other than the required pencil or ink type. Our Scantron scanners require the use of a number two (No. 2) pencil.
4. Click Score menu at the top of the LXR Test application window and highlight the "External Test Scoring" option. Another menu will open with several options. Click on "Read Answer Key". The Scantron machine will now scan the Answer Key form, which was placed on top earlier.  
**NOTE:** The Scantron machine will scan both side of the Answer Key in one pass.
5. To read the response forms, click Score menu again and select "Read Response Forms".

## Printing and Saving

**NOTE: Do not use the "Scores [Individual]" option for printing.**

### Printing Raw Percentage Scores

1. Optional: Double-click the title field labeled "Student Name", located just above the list of names, to alphabetize the list. This will make it easier to find the scores.
2. Click the "File" menu at the top of the LXR Test application window and highlight the "Print Scores" option. Another menu will open with several options. Click on "Scores [Group]".

### Printing Statistical Graphs

1. Click the "File" menu at the top of the LXR Test application window and highlight the "Print Scores" option. Another menu will open with several options. Click on "Statistics [Test]".

### Printing Statistical Analysis by Question

1. Click the "File" menu at the top of the LXR Test application window and highlight the "Print Scores" option. Another menu will open with several options. Click on "Statistics [Question]".

### Saving and Exporting to a Microsoft Excel Spreadsheet

1. Click the "File" menu at the top of the LXR Test application window and select "Export".
2. An "Export" window will open where you can name your file and select the file type. Change the file type to "Gradebook", file extension ".gbk". This file type will open in Microsoft Excel.

## Help & Technical Support Resources

### Campus Computing

Email: [helpdesk@stpt.usf.edu](mailto:helpdesk@stpt.usf.edu)

Phone: (727) 873-HELP(4357)

Web: <http://www.stpt.usf.edu/computing/>