ParSCORE:

Create a New Course:

1. In the course list menu click on the New button
2. Enter the Instructor's name Last Name first.
3. Enter the course ID
   a. Start with semester code 2134 for 2013 Fall, 2142 for 2014 Spring, 2143 for 2014 Summer, and 2144 for 2014 Fall, etc.
   b. Enter the Subject and course number
   c. Enter the section
   d. Example: 2134_MGMT300_01 for Management 300 section 01 in Fall of 2013
4. Enter the course title example: MGMT 300 01
5. Enter the semester in the description example: Fall 2013
6. Enter the time of the course example: 11:00am
7. Enter the day or days of the course example: MW
8. Click Ok

Adding an Exam or Quiz:

1. Click on the create score columns button it looks like 3 pillars
2. Enter a 1 in the No. of Columns section of whatever you are scoring Quiz, Exam, etc.
3. Click on Add

Adding Keys to an Exam or Quiz:

1. Click on the Keys tab
2. Select the Exam that the keys are for from the Category list on the right of the screen.
3. If the exam does not have all 4 versions, remove the versions it does not have. For items with no versions remove everything except for A and run the ParSCORE form it will automatically set to A.
4. Places the keys in the reader and click on Scan Keys
5. After all the keys have been scanned click end.
6. If the professor would like to change the point value of questions you can change it individually in the list by clicking the 1.00 and typing in the new point value, or change all questions using the edit points and penalty button it looks like a pencil and is up at the right top of the screen.

Scoring Exams:

1. Click on the scoring tab.
2. If this is the first exam or quiz for the course, click on Auto Enrollment
3. For all exams click on Inspect Multiple Marks, Inspect Omitted Marks, and Print Total Score on Form
4. Click on the Score button at the bottom of the screen
5. If an error pops up, check the form for the error whether it be an ID that was entered incorrectly or misread marks on the sheet. If you want to view the whole form, click on the reject button and re run the form at the end of the scoring.
6. To run several stacks in the same scoring, just reload the stacks and click on the start button on the machine. It is the button on the right.
7. After each exam has been scored click on End
8. Quickly check to roster to make sure there are not missing exams that should have been included.

Reports

1. Click on Options at the top of the page and select export wizard
2. Change the file type to Microsoft Access
3. Click on Student ID and hold the shift key then using the down arrow select all the way down to code
4. Click on the 1st item in the score column and hold the shift key then using the down arrow go all the way until you have everything selected up to grade
5. Click Export
6. Enter the Name of the document I use- LASTNAME MGMT 300 01 Exam 1 data
7. Click Save
8. Click Ok
9. Click on Reports at the top of the page and select Item Analysis Reports
10. In the category list select the item that corresponds to the forms you just scored
11. Click on Version A
12. Make sure your default printer is set to doPDF v7
13. Click on Print
14. Enter the name of the document after the \ but before .pdf in the pop up box. I use LASTNAME MGMT 300 01 Item Analysis Exam 1 Version A and Click OK
15. Repeat steps 9-14 for each test version
16. Click on Reports at the top of the page and select Student Test Report
17. In the category list select the item that corresponds to the forms you just scored
18. Click on Last name in the sort by section
19. Check the Print Test Grade Box
20. Make sure your default printer is set to doPDF v7
21. Click on Print
22. Enter the name of the document after the \ but before .pdf in the pop up box. I use LASTNAME MGMT 300 01 Student Report Exam 1 and Click OK

Change Access to Excel before emailing to faculty

1. Open the Access file that you created earlier. It should be in your My documents folder
2. Click OK on the warning pop-up
3. Double click on the ParSCORE export on the left hand side
4. Click on the first column header and move the mouse over to the right until all the data is selected.
5. Control C to copy
6. Open a Blank Excel sheet
7. Control V to paste
8. Highlight the column that was just graded and paint it a bright color. If there is only 1 column of scores you don’t need to do this.
9. Save the file

Email the Excel sheet and the PDFs you created as attachments to the faculty member of the course.