

Scantron: How to Scan Exams

1. Place exams in the intake hopper. Be sure to put them in the following order:

Key Sheet 1 (this page on top): Department Sheet

Key Sheet 2: Instructor NetID Sheet

Key Sheet 3: Instructor/Answer Sheet(s)

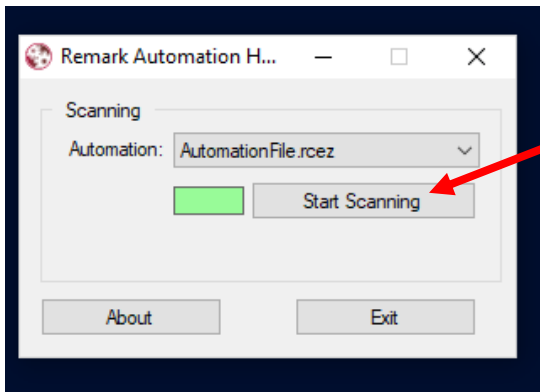
Student Exam sheets

Full instructions for properly filling out Scantron Exam Sheets:

<http://s.uconn.edu/scantronforms>

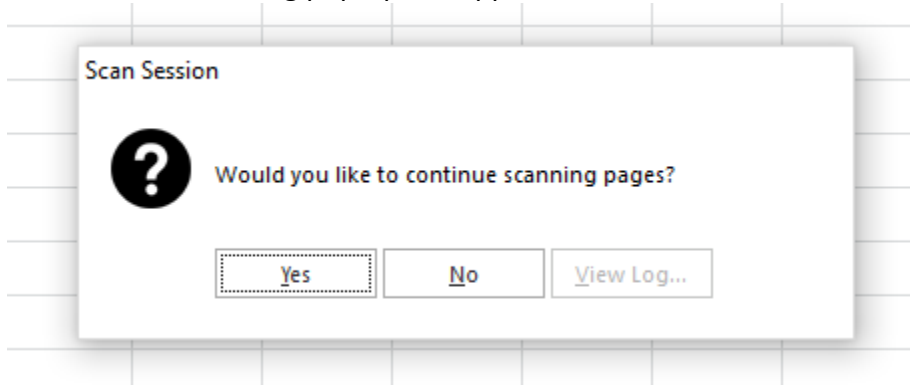


2. Press the “Start Scanning Button”



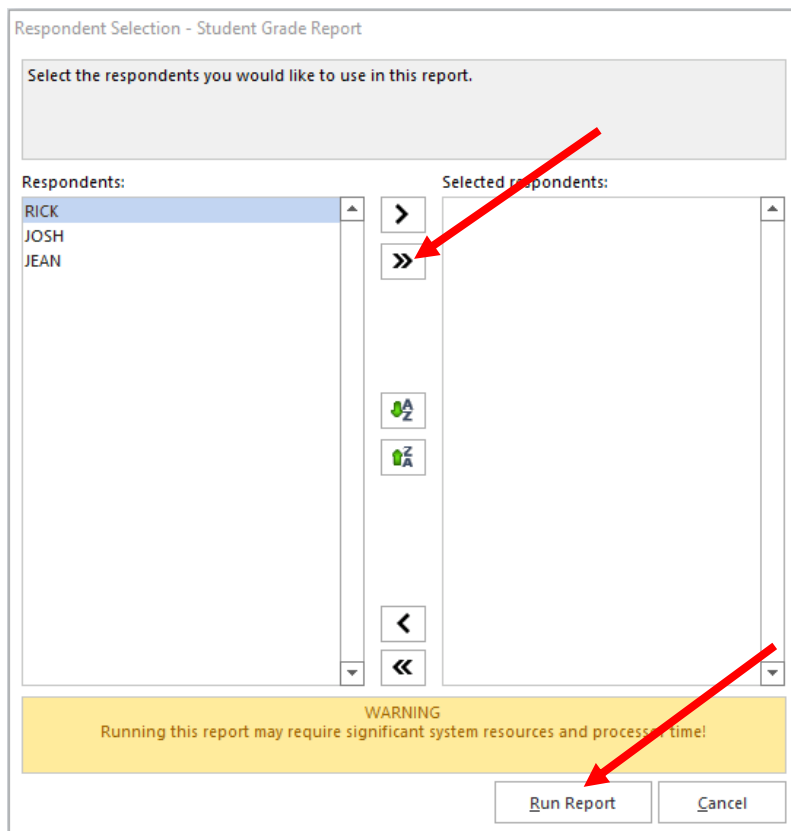
The scanner will now automatically turn on and start feeding the first two pages.

3. The Start Scanning button will then display the words “Waiting for Remark.” This may take a few minutes. You will then see a red Remark splash screen appear and the rest of the exam sheets will begin scanning.
4. The continue scanning pop-up will appear:

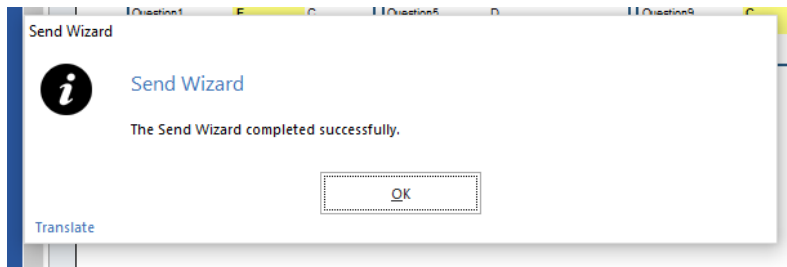


If you have additional student exam sheets to scan, place them in the hopper and click “yes.” Otherwise click “no.”

5. Next, the Student Grade Report options will appear. Click the **double arrow** button then click “run report.”



6. All reports will now be generated, and results will be emailed. After a moment the send wizard pop-up will appear; click **“Ok.”**



The exam results email will arrive in your inbox in just a few minutes.