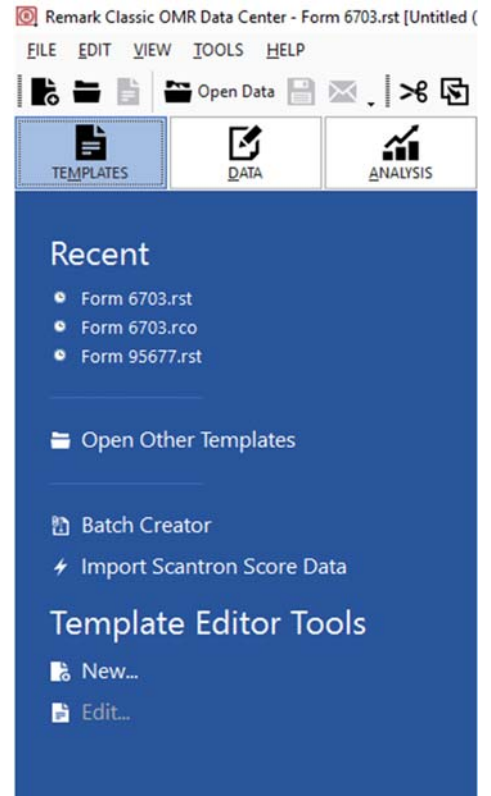


## Operating and Maintenance Instructions

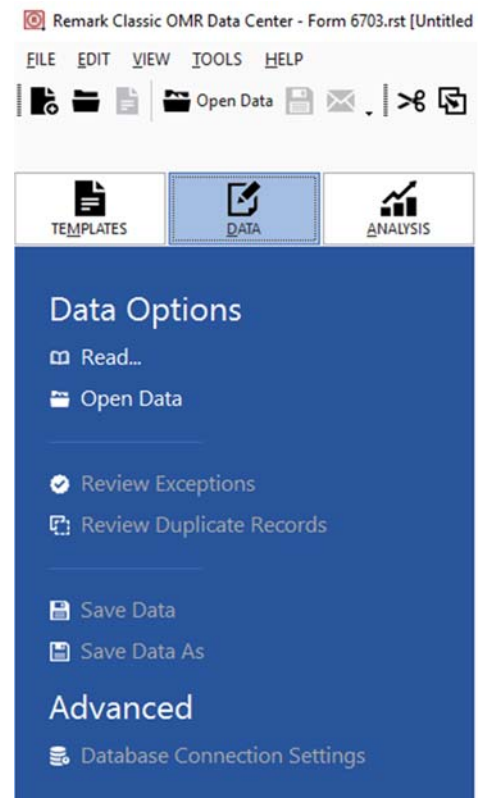
### Insight20 Optical Scanner and Remark Software

Operation:

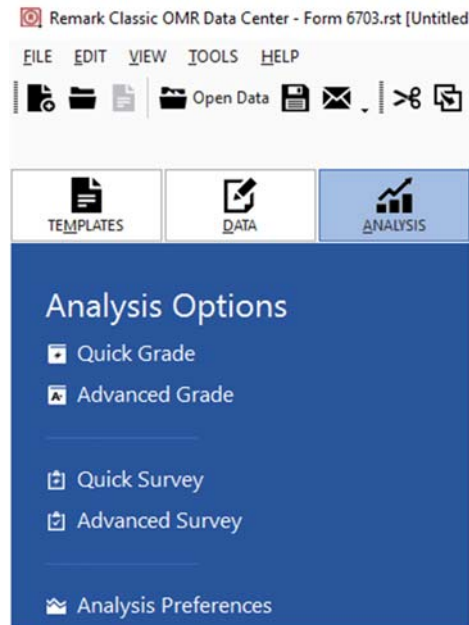
1. Log in to the PC using your NetID and Password
2. Ensure that the scanner is turned on (it will need a 30 second warm up if it was turned off)
3. **Templates tab**
  - 3.1. Browse (or from the file menu) -> Scantron -> OMR - Image (NOT the OMR folder)
  - 3.2. Select the appropriate form from the list (Biology uses 4521, Chemistry uses 223127, etc)  
*Note:* you are looking for an .rst file, not an .rco file (found in the other folder). When you select it, the tab at the bottom of the template should be: Form #####.rst DO NOT MODIFY THIS TEMPLATE...YOU WILL BE SUMMARILY EXECUTED!
4. Align the forms (including the Key) and place them face (the side with the name) down with the bar code on the left onto the feed tray of the scanner. Try to keep the scanner feed tray clean, if there is eraser debris or other dust components, please clean the feed tray/forms before running the reader.  
*Note:* it only does about 50 at a time. If you have more than that, just break it up into ~50 sheet chunks and scan them sequentially.



5. Click on the **Data tab** and simply click **Read** to open the Read Wizard, then click the **Read** button in the lower right.  
*Note:* if you have more than ~50, when it runs out just place the next set in there and hit **Resume Scan**
  - 5.1 When all forms have been scanned, press **End Scan**
6. Highlight all of the unused columns (e.g. sex, month, unused questions at end) and delete the content
7. Note the grid row where the key ended up for later



8. Click on the **Analysis tab** and click on **Advanced Grade**.



- 8.1. **Test Options** – This tab allows you to change the grade scale. If you need help with these options please talk to Scott Reese ([sreese3@kennesaw.edu](mailto:sreese3@kennesaw.edu) or 470-578-6168)

- 8.2. **Answer Key** – This is where you are going to tell it what answer key to use for your test

8.2.1. Answer Key Source: Grid Row

8.2.2. Grid Row: Select the grid row you noted from #7 above

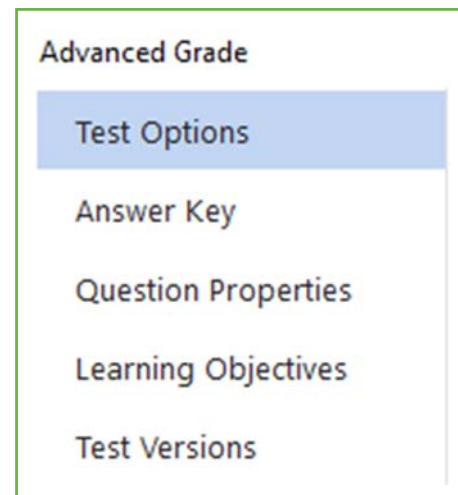
8.2.3. Press **Get Key**

8.2.4. Double check that the appropriate questions are checked and any questions that are not to be graded are unchecked...it'll save you some anger later.

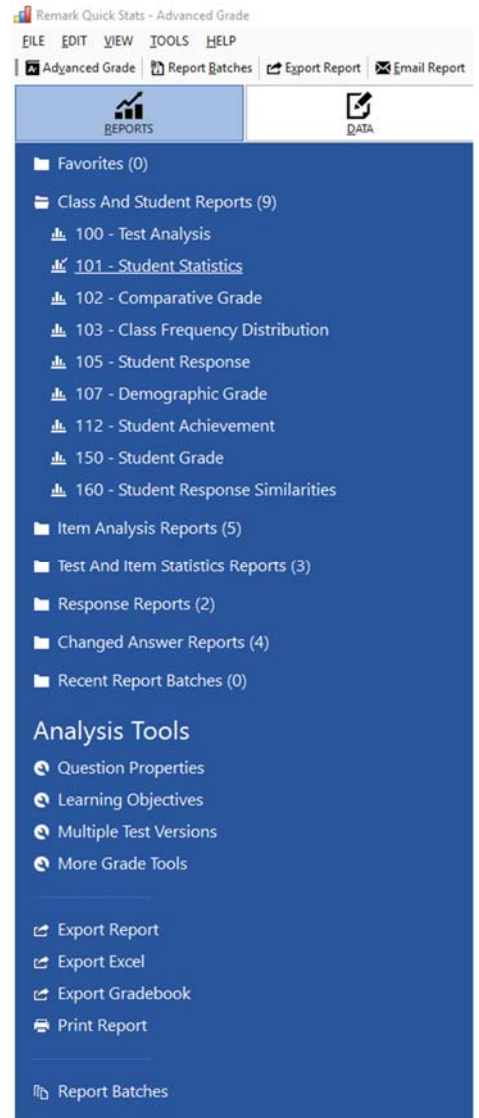
*Note:* you can do multiple versions of a test and have the software do the grading and assign different keys. For details, please talk to Scott Reese ([sreese3@kennesaw.edu](mailto:sreese3@kennesaw.edu) or 470-578-6168)

- 8.3. **Question Properties** – this screen allows you to assign different points, or to identify extra credit, or things of that sort. If you need help with these options please talk to Scott Reese ([sreese3@kennesaw.edu](mailto:sreese3@kennesaw.edu) or 470-578-6168)

- 8.4. Press **Grade** in the bottom right corner of the wizard (you don't usually save your keys, but if you have one that you will use a lot and want it saved, feel free)



- 8.5. The **Reports** window will automatically open – a few key ones to consider:
  - 101 – Gives you a list of your students and their scores if you just want to have that
  - 103 – Gives you the classic performance histogram defined by the grading scale you gave it
  - 150 – Student Grade Reports. These are the things you usually give back to students if they want to see their performance.
  - 203 and 204 – Just 2 different ways to present the Item Analysis Report for evaluating individual questions.
  - 8.5.1.1. Highlight the names you want and move them to the ‘Selected’ box. You can press the >> button to just move them all
  - 8.5.1.2. Press **Ok**
  - 8.5.1.3. Go to File -> Export -> Report -> PDF (or whatever format you prefer) -> Export to export the reports to a file you can access later
- 8.6. Go to File -> Export -> textual data and results -> choose the file type of choice [**Excel 2013 (\*.XLSX)** is most common, it’s on the list] and save it down. This will be a complete record of all your grades and the student responses in a spreadsheet format (or whatever you chose). Make sure to save it in the appropriate folder.
9. You now have the basic information from your graded work that you can take back to your office/work station/home and process from there. Send the data to yourself via the cloud, email (depending on size), or memory stick, whatever works best for you.
10. Log out of PC
11. Turn off scanner if no one is waiting to take your place.



## Maintenance and Cleaning

This section will only cover daily cleaning. The maintenance instructions will be provided at a later date.

### Precautions

Cleaning your scanner and preventative maintenance on a regular basis is required to ensure the best possible data quality. Some guidelines follow:

- Do not use canned/compressed air as this can force dust into difficult to clean areas.
- Use only the recommended cleaning supplies.
- Using unapproved cleaning fluids or solvents may damage the foam tires.
- Some document types generate more paper dust and debris and may require more frequent cleaning than recommended.
- Some debris from the foam tires on the feed and separation modules is normal. Tire debris does not always mean that the tires are worn or damaged. After cleaning, inspect the tires for wear and replace the separation module or feed module if necessary.
- When cleaning rollers, use an emulsiclean wipe and allow the rollers to dry completely before scanning.
- When cleaning tires, use a slightly damp staticide wipe and allow the tires to dry completely before scanning.
- Allow all tires and rollers to dry completely before using the scanner.
- Do not use cleaners on hot surfaces. Allow surfaces to cool to ambient temperature before use.
- In addition to the recommended cleaning supplies, you may use a vacuum cleaner to remove debris from the scanner.
- If a difficulty persists after performing the maintenance recommended in this manual, call Scantron Customer Support as described in “Requesting Support” on page 153.
- Emulsiclean wipes contain sodium lauryl ether sulfate and sodium silicate which can cause eye irritation. Refer to the MSDS section below for more information.

## Opening and Closing the Scanner Cover

1. Power down the scanner if desired.

**NOTE:** It is sometimes helpful to have the lamps on when cleaning the imaging guide areas.

2. Remove any documents from the feeder area.
3. Place the scanner in the 25 degree position. Hold the scanner body on the sides and rotate the scanner body into the scanning position.



4. Pull up on the scanner cover release lever and the scanner cover.

Scanner Cover Release



- When you finish cleaning the scanner or replacing a part, press down firmly on scanner cover as shown so that both sides latch.



### Cleaning the Imaging Guides

- Open the scanner cover as described above in “Opening and Closing the Scanner Cover”.

**NOTE:** It is sometimes helpful to have the lamps on when cleaning the imaging guide areas.

- Before cleaning the imaging area with staticide wipes, we suggest vacuuming the inside of the scanner to remove any dust and debris.

**CAUTION:** Be careful not to scratch the imaging guide areas when cleaning.

- Wipe the upper and lower imaging areas with a staticide wipe (ACL305).



- Dry the upper and lower imaging guides using a dry staticide wipe. Do not use a paper towel or dry emulsiclean wipe as this will introduce static.
- When finished, close the scanner cover.

### Cleaning the Rollers and Transport

If a transport cleaning sheet does not clean the transport area sufficiently, use the following procedure:

1. With an emulsiclean wipe (ACL304), wipe the feed rollers from side to side. Rotate the rollers to clean the entire surface.

**CAUTION:** Use the emulsiclean wipe only on the white plastic rollers. Do not use the emulsiclean wipe on the gray foam tires as they will absorb moisture and need to dry before use.

**IMPORTANT:** Emulsiclean wipes contain sodium lauryl ether sulfate which can cause eye irritation. See “Material Safety Data Sheets (MSDS)” on page 106 for information on how to obtain the MSDS.

Do not use the emulsiclean Wipe on the gray foam tires



2. Dry the rollers with a lint-free cloth such as a dry emulsiclean wipe. Do not use a paper towel as this will introduce dust into the transport area.