# To scan quizzes on a Datalink 1200

(see other side for more info)

1- Press the reset button until the LCD displays "Ready".
2- Scan your "Key" form.
3- Once the Key has scanned, if the LCD display on the scanner shows <u>any</u> message other than "Keyed ##", create a new Key before proceeding.
> **Note**: Extraneous marks on your old Key may be causing that form to be identified by the scanner as something other than a "Key", such as a "Tally report" or "Item analysis" form.
4- Once you have successfully scanned your Key (old or new), proceed with scanning of the quizzes.
5- As you scan the quizzes, if at any point the scanning process is stopped because the scanner indicates "Tally report" or "Item analysis", put the last quiz form that was scanned (which caused that indication to come up) into an "examine" pile, separate from the "successfully scanned" items.
6- Rescan your working Key, and proceed with the rest of your quiz scans (don't repeat those in the "successfully scanned" or "examine" piles).
7- If the scanning process stops again, repeat steps 5 and 6, until you have scanned through all your quizzes once.
8- If you **did not** have to separate any quizzes at all into the "examine" pile, your quiz batch scan was completely successful, and you are done.
9- If you **did** have to separate some forms into the "examine" pile in step 5, you can now check those forms for extraneous marks in the "form ID" column (outlined below in dark green.)
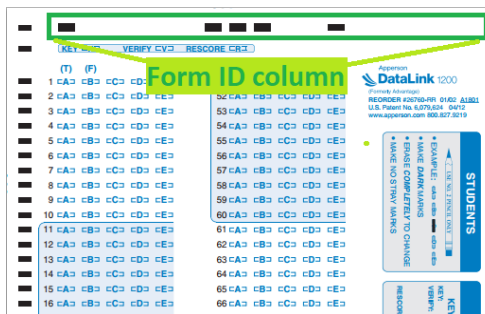
10- Try to erase or remove the extraneous marks from each of the forms in the "examine" pile.
11- Once you have scrubbed the "examine" pile forms, run your working "Key" again, and then rescan those scrubbed "examine" forms.
12- If any of the newly scrubbed forms do not "successfully scan", they will need to be separated from the batch and scored manually.
13- Once the "examine" pile forms have been rescanned and placed in the "successfully scanned" pile, start the scanning process all over again, with your good "Key" and the freshly scrubbed batch.
14- Your batch should now scan straight through without any issues.

If you have any questions, please call the Instructional Computing Helpdesk at x7742

The area in dark green is the "ID marks" column of the form. Any extraneous marks in this area could affect the way the scanner identifies the form. A typical extraneous mark will make the scanner **erroneously** identify a Datalink 1200 "Test answer sheet" as a Datalink 1200 "Tally report", and will interrupt the batch scan of "Test answer sheets" when it goes through to create a "Tally report".

The area in light green is the "Timing marks" column of the form.
Any extraneous marks in this area could prevent the scanner from scoring the answer sheet.

KEY CK⊃   VERIFY CV⊃   RESCORE CR⊃

(T) (F)
1 ⊂A⊃ ⊂B⊃ ⊂C⊃ ⊂D⊃ ⊂E⊃
2 ⊂A⊃ ⊂B⊃ ⊂C⊃ ⊂D⊃ ⊂E⊃
3 ⊂A⊃ ⊂B⊃ ⊂C⊃ ⊂D⊃ ⊂E⊃
4 ⊂A⊃ ⊂B⊃ ⊂C⊃ ⊂D⊃ ⊂E⊃
5 ⊂A⊃ ⊂B⊃ ⊂C⊃ ⊂D⊃ ⊂E⊃
6 ⊂A⊃ ⊂B⊃
7 ⊂A⊃ ⊂B⊃
8 ⊂A⊃ ⊂B⊃
9 ⊂A⊃ ⊂B⊃
10 ⊂A⊃ ⊂B⊃

(T) (F)
51 ⊂A⊃ ⊂B⊃ ⊂C⊃ ⊂D⊃ ⊂E⊃
52 ⊂A⊃ ⊂B⊃ ⊂C⊃ ⊂D⊃ ⊂E⊃
53 ⊂A⊃ ⊂B⊃ ⊂C⊃ ⊂D⊃ ⊂E⊃
54 ⊂A⊃ ⊂B⊃ ⊂C⊃ ⊂D⊃ ⊂E⊃
55 ⊂A⊃ ⊂B⊃ ⊂C⊃ ⊂D⊃ ⊂E⊃

98 ⊂A⊃ ⊂B⊃ ⊂C⊃ ⊂D⊃ ⊂E⊃
99 ⊂A⊃ ⊂B⊃ ⊂C⊃ ⊂D⊃ ⊂E⊃
100 ⊂A⊃ ⊂B⊃ ⊂C⊃ ⊂D⊃ ⊂E⊃

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EXAMPLE:
NAME
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