

NORTH-WEST UNIVERSITY YUNIBESITI YA BOKONE-BOPHIRIMA NOORDWES-UNIVERSITEIT MAFIKENG CAMPUS

OpScan

Multi-Choice Response Processor

OpScan User Guide

May 2012

MC IT Department

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1 Getting started with OpScan8

Switch the scanner on 20 minutes prior to scanning. This should be done at all times because the scanner takes approximately 20 minutes to warm up and run diagnostics tests.

Once 20 minutes has lapsed, load the answer sheets in the input tray.

2 Loading sheets

1. Sheets must be loaded as indicated in Figure 1 below. The '*bar code*' should always be towards you.



<u>Figure 1</u>

- 2. The first answer sheet must always be the one containing the memorandum.
- 3. Ensure that the University Number section is filled in properly as indicated in Figure 2 or the sheet will be rejected. The memo does not need to have the University Number filled in.





3 The Scanning process



- 1. Double click on Scan Tools Plus Icon on the desktop.
- 2. Select the Application that you want to use. This relates to the form ID of the answer sheet you have loaded. The form ID, CSX???, is indicated at the bottom right corner below the instruction box on the response sheet)

| Z ScanTools Plus | | | | |
|-------------------------------|---------------------------------|------------------|--------------------|------|
| Application Data File Edit Sc | ore Convert Actions Option | s Configure Help | | |
| Application | 084 - CSX084 | | - | |
| Data file | Edit profile | Score profile | Conversion profile | |
| evanstest.dat | csx084.\$ep | csx084.\$sp | • vsx084.\$cp • | |
| 1.1.4 | | | | |
| SLUPE - | | - | | |
| CONVERT | | | | -+: |
| 4.20 | | | Select the Applic | atio |
| Archive | | | | |
| <u> </u> | | _ | | |

 On the menu bar, click on Data File and then select New. This is data file which you will later export to MS Excel. This file will be saved in the folder C:\Program Files\Pearson NCS\ScanTools Plus\Data Files. For your convenience, a shortcut to this folder has been placed on the desktop.

Please follow the following naming convention when naming your data file: CCYYMMDD YOUR COURSE CODE, i.e. 20120425AGLE111 In the event that there is more than 1 lecturer for a particular course, append your initialsl, e.g. 20120425AGLE111MM

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| Appletion | Cuta File Edt Score (| Convert Actions Opti | ions Configure Help | _ | | | | | |
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4. You are now ready to scan. Click on the Scan Button on the top left of your screen.

| ScanTo | ols Plus | |
|-------------|--------------------------------|--|
| Application | Data File Edit Score Cor | vert Actions Options Configure Help |
| 100 | Application | \$20084 |
| | Data file E evanstest.dat 💌 | dit profile Score profile Conversion profile sx084.\$ep • csx084.\$sp • csx084.\$cp • |
| SCOPE | | ` |
| CONVERT | | Click on the Coop Dutter to |
| Archive | | Click on the Scan Button to |
| - Call | | begin scanning. |
| | | |

5. Follow the prompts:

"Scanning of answer keys has been completed. Ready to begin scanning the respondent forms." Click OK to Continue.

| 🔏 ScanToo | ols Plus | | | | | | - 8 🗙 |
|--------------|---------------------------------------|-----------------------------------|-----------------------------|-----------------------|----------------------|-------------------------|----------------|
| Application | Data File Edit Score Convert Act | ions Options Configure Help | | | | | |
| | Application 084 - CSX084 | | v | | | | |
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| ScanTools | Plus | | <u> </u> | | | | |
| (i) s | icanning of answer keys has been comp | leted. Ready to begin scanning of | respondent forms. (SCN1092) | | | | |
| | ок | Cancel | | | | | |
| | | End Scanning | 1 | | | | |
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- 6. Scan the response/answer sheets. If the scanning stops for whatever reason, correct the error and click *Resume*.
- 7. After all the response sheets have been scanned, click Stop
- 8. Please note that the scanner has been configured to reject all answer sheets where there is an error with the student number. Refer to the troubleshooting section below.
- 9. OPTIONAL: Double click Shortcut to data files on desktop to ensure that your data file was created. This is A *.DLM* FILE. Now you are ready to export your data to MS Excel for processing.

4 Importing your data into MS Excel

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| E-mail | 🛅 RealVNC | Microsoft Office InfoPath 2007 |
| Novell GroupWise | 🛅 ScanDr II | G Microsoft Office PowerPoint 2007 |
| | 🛅 Scantron | Gir Microsoft Office Publisher 2007 |
| Microsoft Office Exce | 🛅 SoundMAX | Microsoft Office Excel 2007 |
| 1 | 🛅 Spybot - Search & Destroy | Microsoft Office Word |
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| | 🥭 Internet Explorer | |
| Microsoft Office Wor | 🐋 MSN | |
| | 🇐 Outlook Express | |
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| Excel Options X Exit Excel | |
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- 2. Click the Office button
- 3. Open

| Open | | ? 🛛 |
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| Look in: My Recent Documents Documents My Computer My Network Places | Administrator's Documents | |
| Tools | File name: Files of type: All Excel Files | |

- 4. Click on the Look in: dropdown arrow
- 5. Select Desktop

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6. Select Shortcut to Data Files

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7. Change Files of type: to All Files

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| | File <u>n</u> ame: Files of type: | 0ll Files | | | | ¥ | |
| Tools | | | | | | Open v | Cancel |

- 8. Select the data file you created in step 3 above (The Scanning process). Please note that 2 files were created. Select the <u>.DLM</u> file
- 9. Click Open

| Text Import Wizard - Step 1 of 3 | × |
|---|---|
| The Text Wizard has determined that your data is Delimited. | |
| If this is correct, choose Next, or choose the data type that best describes your data. | |
| Original data type | |
| Choose the file type that best describes your data: | |
| Eixed width - Fields are aligned in columns with spaces between each field. | |
| | |
| Start import at row: 1 🗢 File grigin: 437 : OEM United States | ~ |
| | _ |
| | |
| Preview of file C:\Program Files\Pearson NCS\ScanTools Plus\Data Files\20110323agle111.dlm. | |
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| 523011068,1,4,1,2,2,3,1,2,3,2,4,2,1,2,4,3,2,2,3,4,1,1,1,2,4,2,5,3,4,1, | - |
| | |
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| Cancel Sack Next > Einish | |

10. Select the Delimited Option

11. Next

| ext Import Wizard - Step 2 of 3 | × |
|--|---|
| his screen lets you set the delimiters your data contains. You can see how your text is affected in the preview elow. Delimiters | |
| Semicolon Itreat consecutive delimiters as one | |
| ✓ Comma Space Text gualifier: | |
| Other: | |
| Data preview | |
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| | |
| Cancel < Back Next > Finish | |

- 12. Select Comma
- 13. Next

| Text Import Wizard - Step 3 | l of 3 | | |
|---|--|--|--|
| This screen lets you select each column and set the Data Format. Column data format General Iext Date: MDY Do not import column (skip) | | | |
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| | Cancel < Back Next > Finish | | |

14. Finish

Your data has been successfully imported and ready for manipulation. Remember to save it as an Ms Excel workbook.

5 Multiple scanning sessions for same data file

If you need to append to a data file that was created during a previous session, do the following:

- 1. Open the Shortcut to Data Files on the Desktop.
- 2. Delete the .dlm file for that particular data file.
- 3. Open ScanToolPlus
- 4. Select the relevant data file and ensure the that the Conversion profile is set to None
- 5. Repeat steps from bullet point # 4 on page 4

6 Troubleshooting

6.1 Known errors

| ERROR | SOLUTION |
|-----------------------|---|
| Scanner not ready | Wait for 20 – 30 minutes after switching on scanner |
| Input hopper empty | Load sheets |
| Unknown form id marks | Refer to section: Loading Sheets (1) |