



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

®

OpScan

Multi-Choice Response Processor

OpScan User Guide

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MC IT Department

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6.3	Calibration.....	Error! Bookmark not defined.
<input type="checkbox"/>	To calibrate the top reader:.....	Error! Bookmark not defined.
<input type="checkbox"/>	To calibrate the bottom reader:.....	Error! Bookmark not defined.

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.

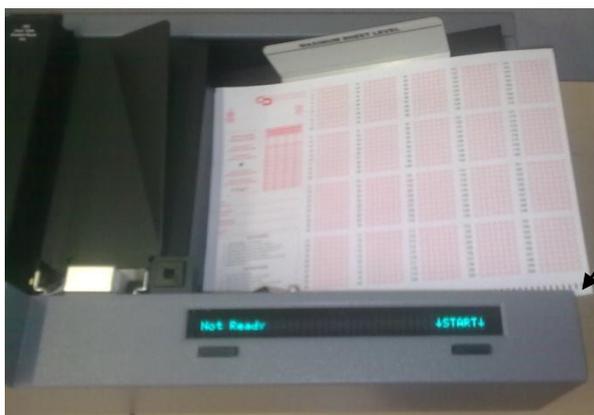


Figure 1

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.

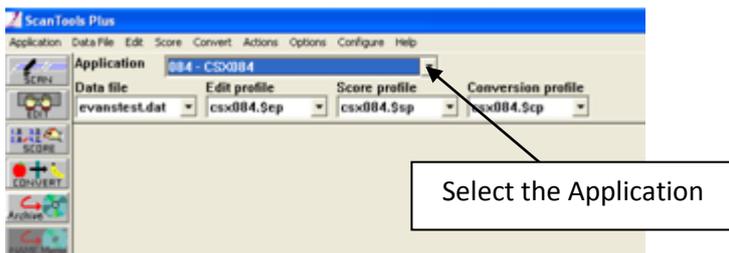
A sample answer sheet from North West University. It features the university logo and name at the top. Below that, there are instructions in Afrikaans and English: 'Hierdie afdel is KORREK INGELEUR' / 'This bubble is CORRECTLY MARKED' and 'Hierdie afdel is VERKEERD INGELEUR' / 'These bubbles are INCORRECTLY MARKED'. The 'Universiteitsnommer' / 'University number' section is filled in with '10990572'. Below this is a grid of bubbles for marking answers. At the bottom, there are fields for 'Van' (Surname), 'Voortelers' (Initials), 'Merkkode' (Mark code), 'Datum' (Date), and 'Teks' (Text).

Figure 2

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)

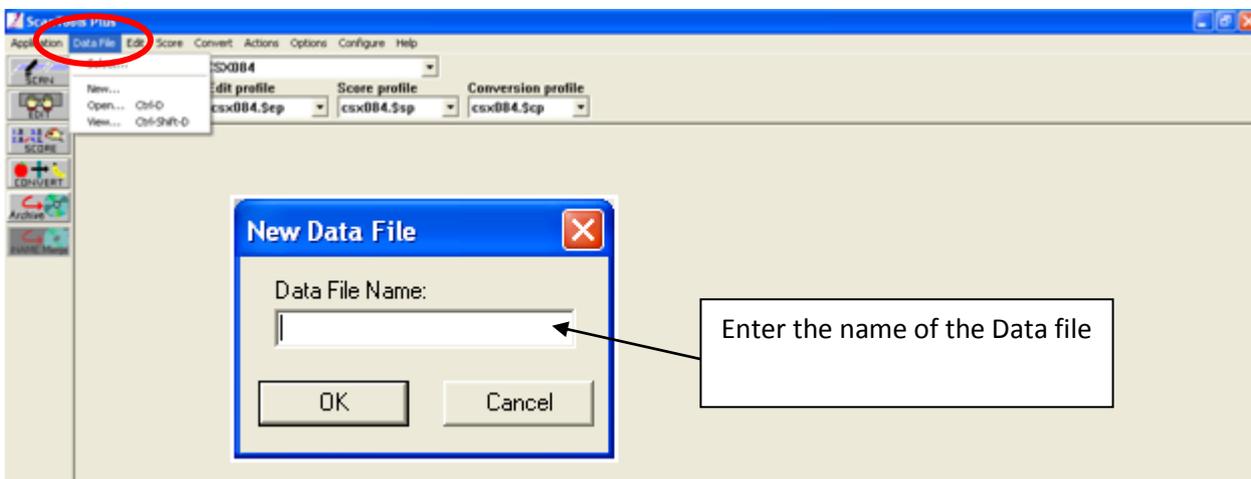


3. On the menu bar, click on Data File and then select New. This is data file which you will later export to MS Excel. This file will be saved in the folder C:\Program Files\Pearson NCS\ScanTools Plus\Data Files. For your convenience, a shortcut to this folder has been placed on the desktop.

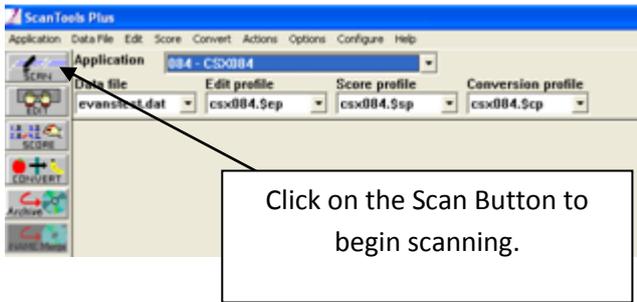
Please follow the following naming convention when naming your data file:

CCYYMMDD YOUR COURSE CODE, i.e. 20120425AGLE111

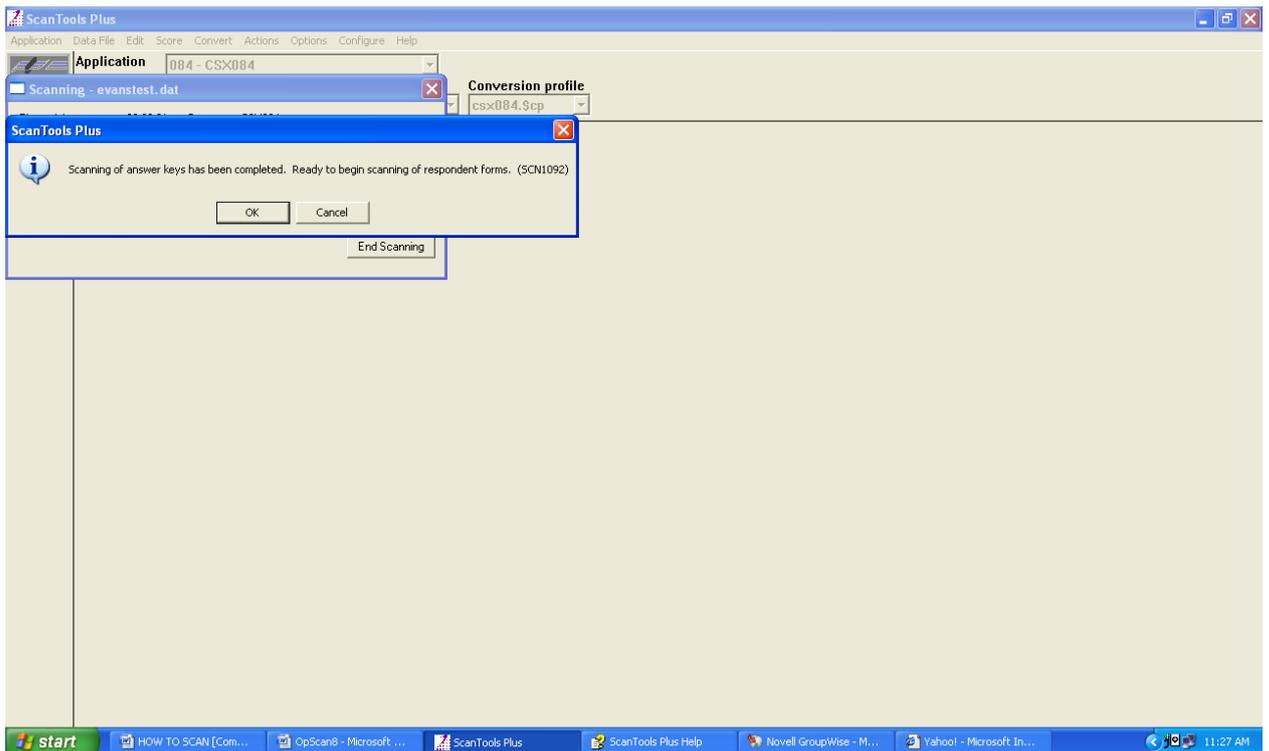
In the event that there is more than 1 lecturer for a particular course, append your initials, e.g. 20120425AGLE111MM



4. You are now ready to scan. Click on the Scan Button on the top left of your screen.

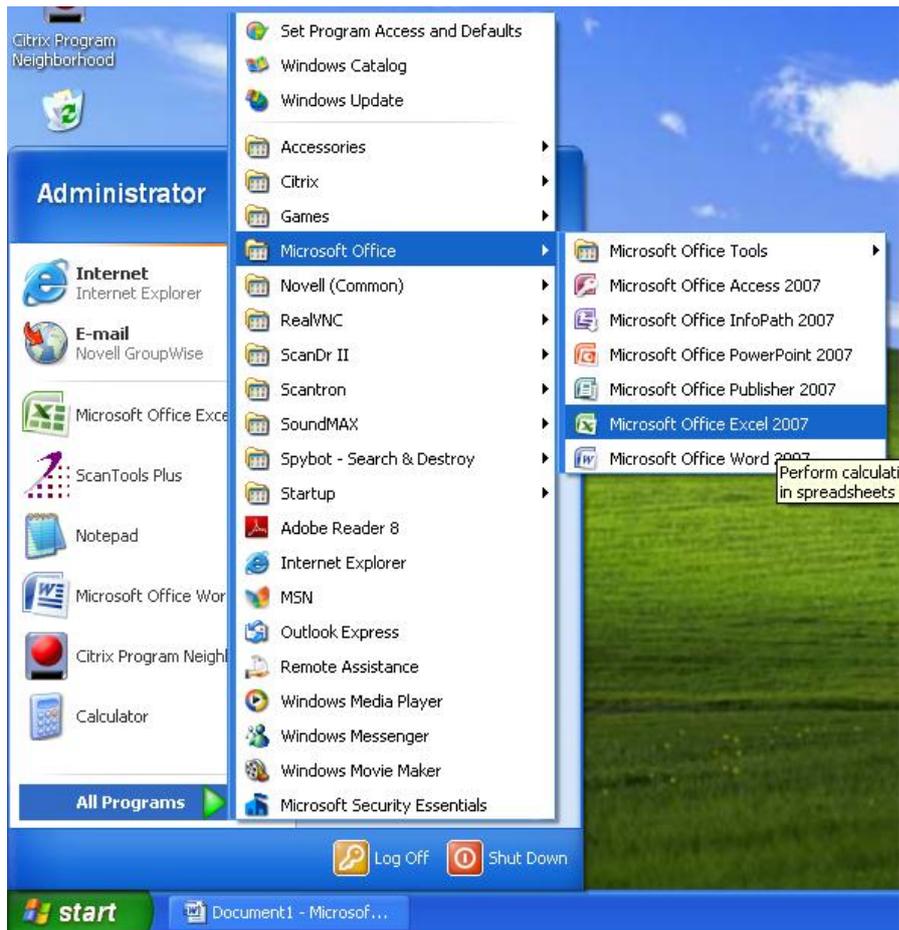


5. Follow the prompts:
 “Scanning of answer keys has been completed. Ready to begin scanning the respondent forms.” Click OK to Continue.

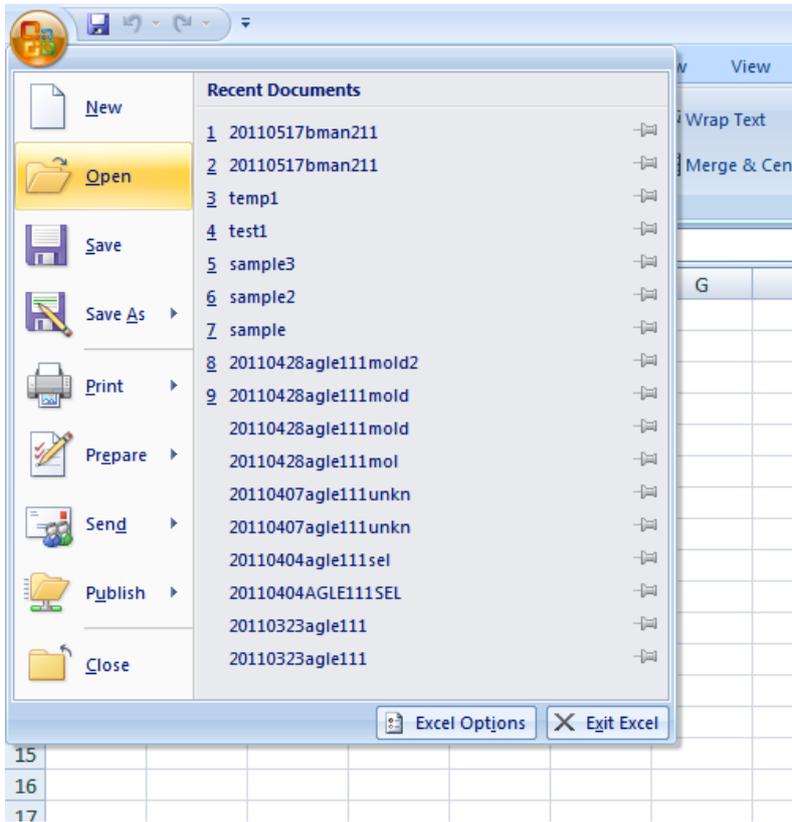


6. Scan the response/answer sheets. If the scanning stops for whatever reason, correct the error and click *Resume*.
7. After all the response sheets have been scanned, click *Stop*
8. Please note that the scanner has been configured to reject all answer sheets where there is an error with the student 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.

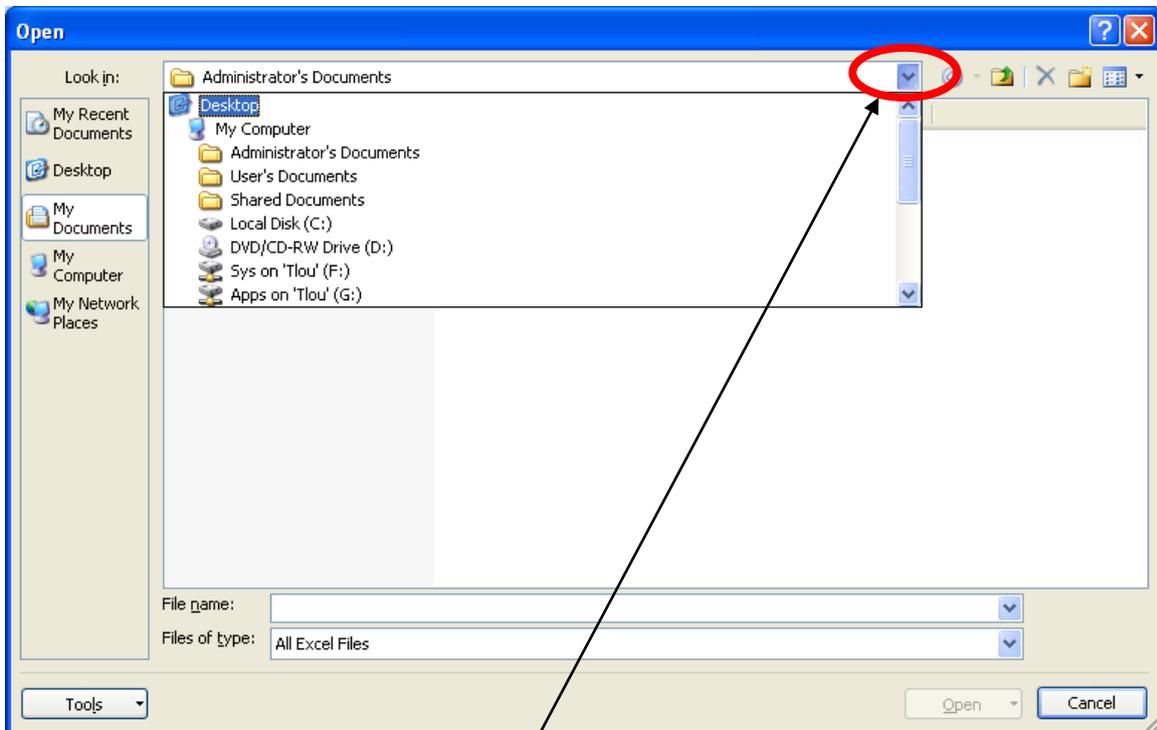
4 Importing your data into MS Excel



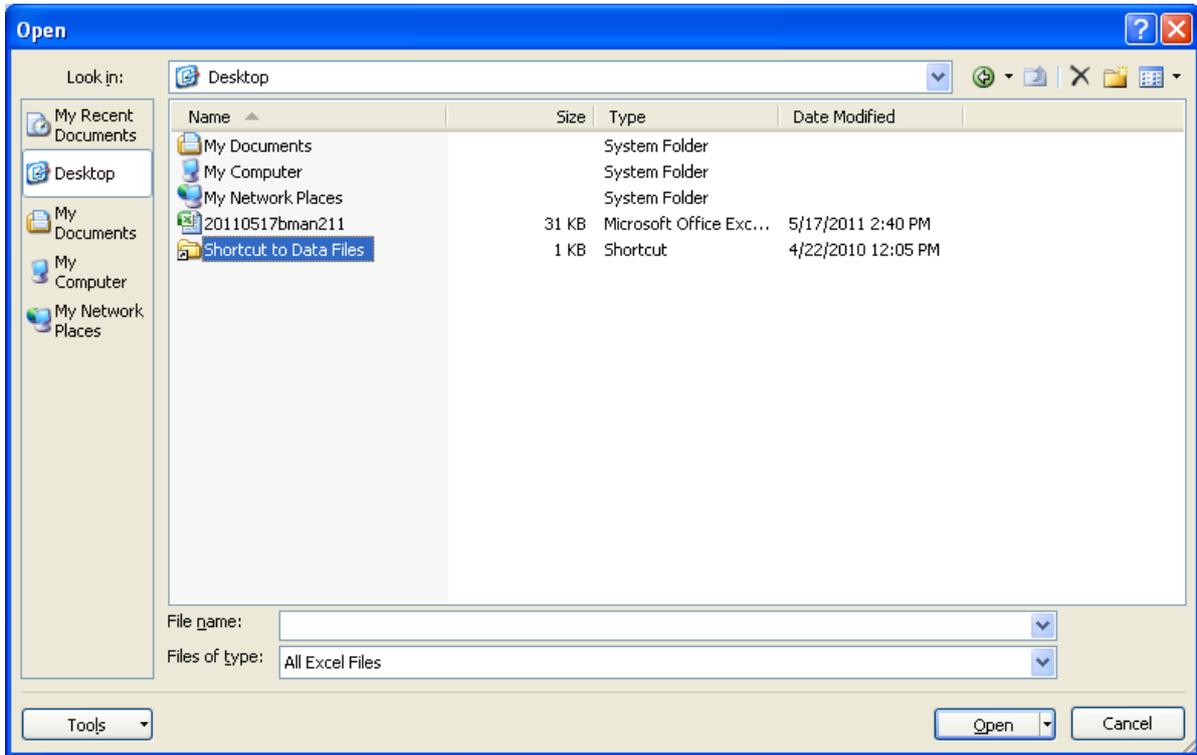
1. Go to Start / All Programs / Microsoft office / Microsoft Excel xxxx



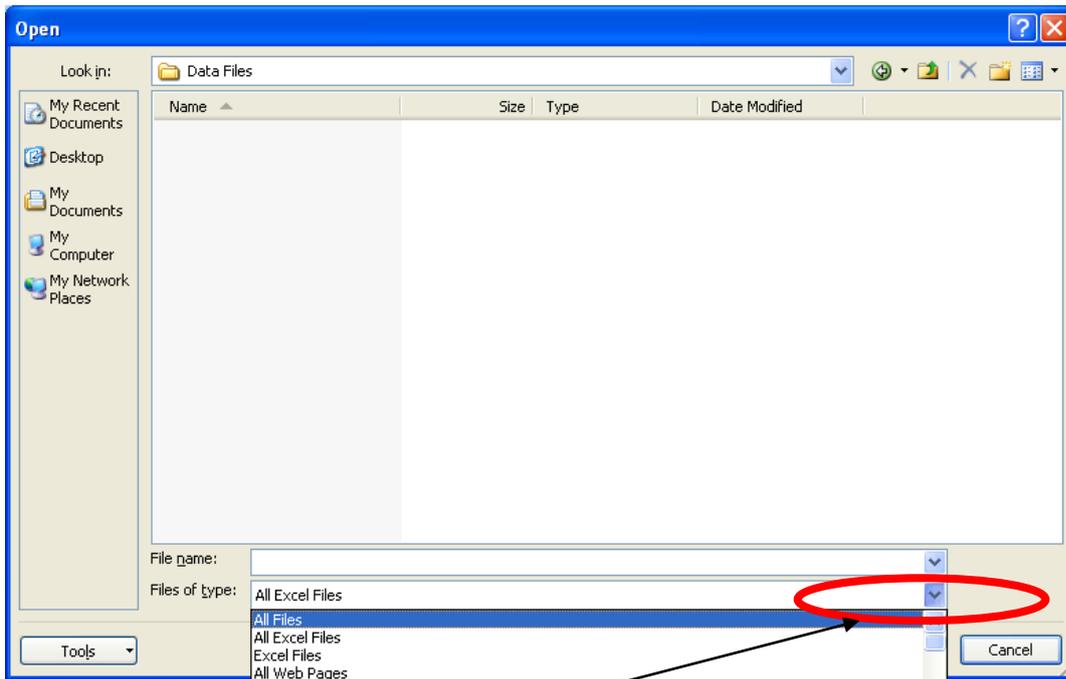
2. Click the Office button
3. Open



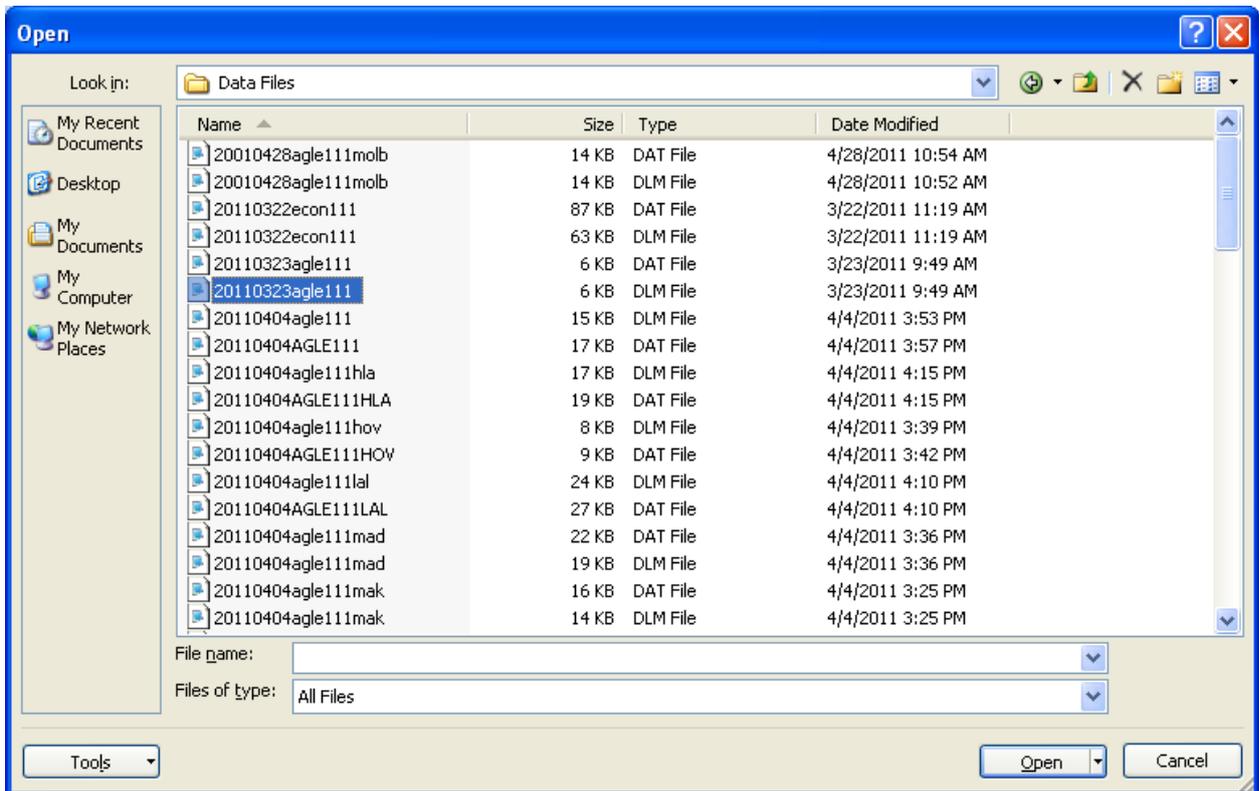
4. Click on the *Look in:* dropdown arrow
5. Select *Desktop*



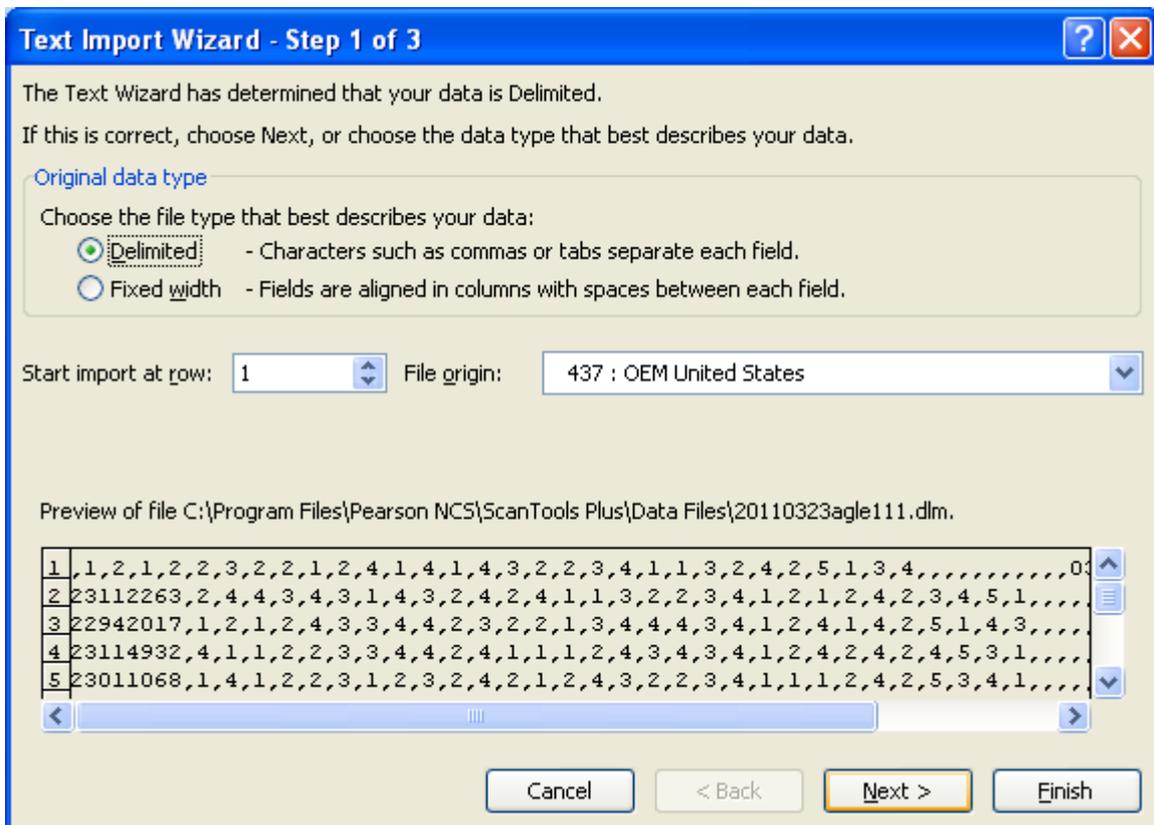
6. Select *Shortcut to Data Files*



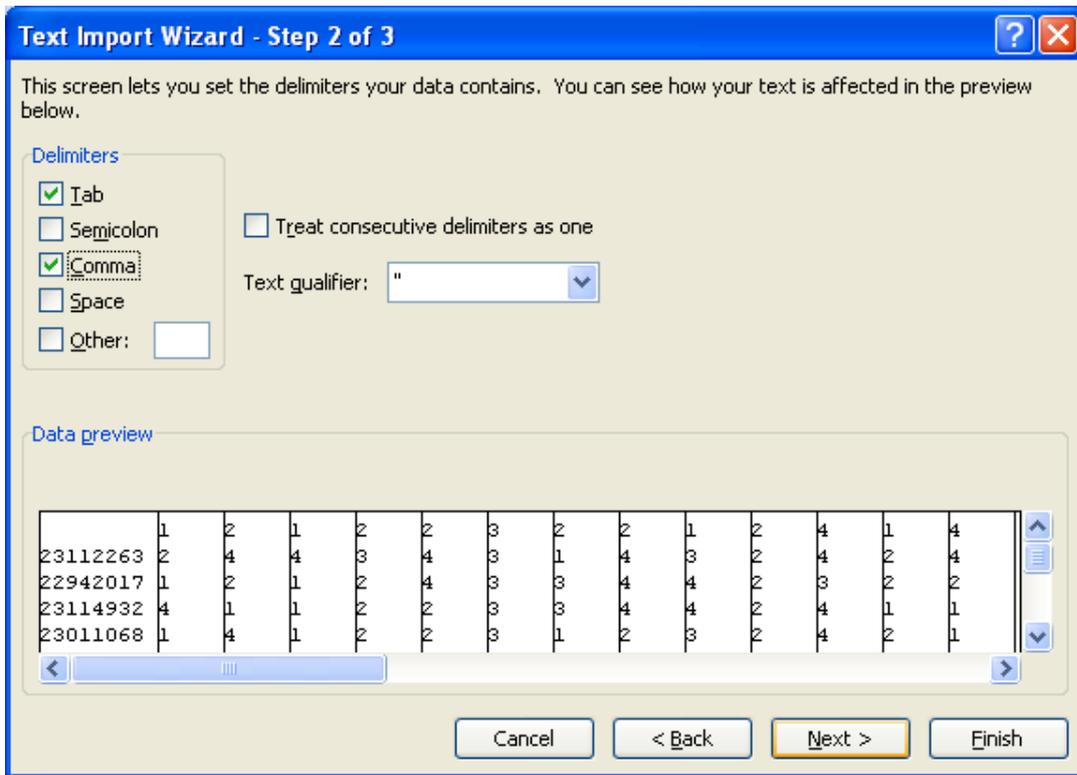
7. Change *Files of type:* to *All Files*



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

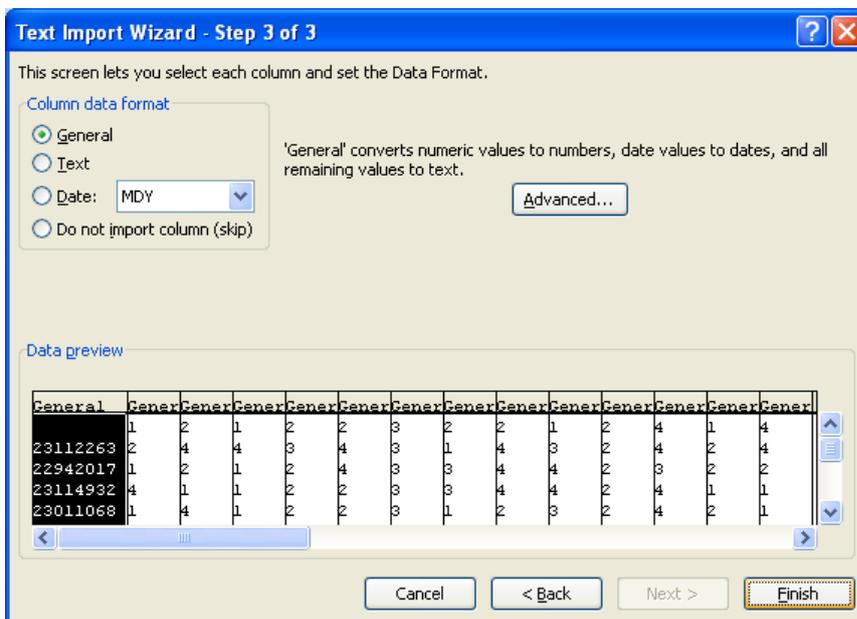


10. Select the *Delimited* Option
11. *Next*



12. Select *Comma*

13. *Next*



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 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)