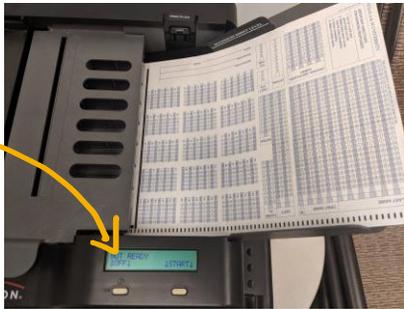


# Scantron Machine Instructions

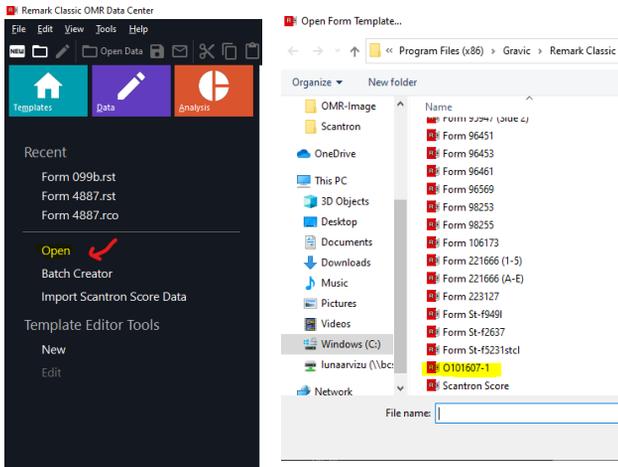
1 Turn on Scantron Machine



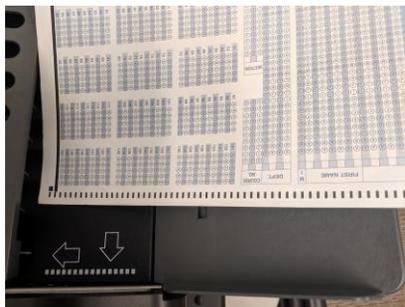
2 Log in to the computer and open Remark Classic OMR Software



3 Click "Open" and look for template O101607-1



4 Load your scantron forms and align them with the readers marks facing you



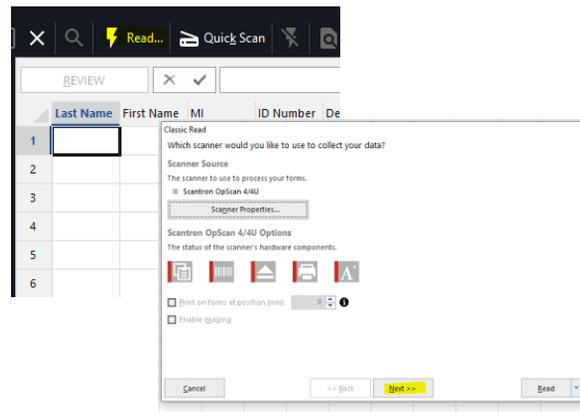
5 Press **Lock** to load more than one form, then push **Press to load** to start to scan



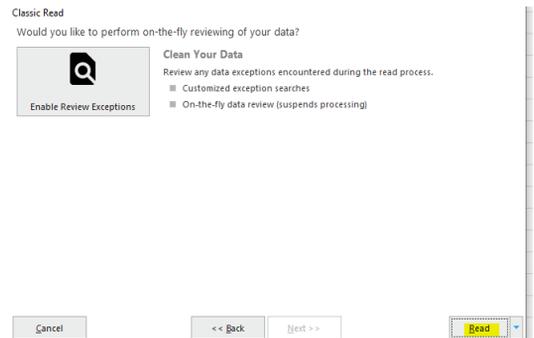
Watch video



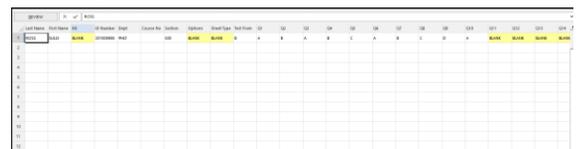
6 Click **Read**, and in the screen after this, click **Next**



7 Click **Read** to start processing the scantron forms



8 Save your results in a spreadsheet file. Take that file with you.



**NOTE:** To import answers into ExamSoft, consult this tutorial <https://examsoft.force.com/emcommunity/s/article/Legacy-Portal-Scantron-Exams-Importing-Answers>

