Scantron Machine Instructions



Turn on Scantron Machine



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



3 Click "Open" and look for template 0101607-1



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









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

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REVIEW	Name MI ID Number De	
1	Classic Read Which scanner would you like to use to collect your data?	
2	Scanner Source The scanner to use to process your forms.	
3	Sagner Properties	
5	Scantron OpScan 4/4U Options The status of the scanner's hardware components.	
6		
	Drink on forms at position (map: 0 🗘 •	
	<u>Cancel</u> << <u>Back</u> <u>Hext</u> >> <u>B</u> ead ♥	



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

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NOTE: To import answers into ExamSoft, consult this tutorial

https://examsoft.force.com/emcommunity/s/art icle/Legacy-Portal-Scantron-Exams-Importing-Answers



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