



## **Scantron ScoreIT™ Software Instructions**

### **What is Scantron ScoreIT?**

Scantron ScoreIT software generates a series of reports using data from tests scanned using Scantron Score™ Scanners. Scantron ScoreIT software is optimized for educational testing environments for grades Kindergarten through High School. Reports are designed for individual classrooms of up to 75 students using multiple choice tests. For more information about Scantron ScoreIT software, visit <http://www.scantronscore.com/WebHelp/>.

### **System Requirements**

**Scanner:** Scantron Score, with firmware version 1.4 or greater

**Operating system:** Windows 10, 32 and 64 bit

**Software:** Microsoft Excel version 2003 or later (note, however, that there is a bug in Microsoft Excel version 2013 that prevents the software from functioning correctly with Scantron ScoreIT)

**System memory:** 1 GB minimum recommended

**Hard drive space:** 2 GB hard drive

**Monitor:** At least 800 x 600 resolution (1024 x 768 recommended)

**CD-ROM drive** for new installation (if using the provided Scantron ScoreIT Software CD)

**USB flash drive**

**Available USB port**

**Maximum Classroom Size:** 75

### **Installing the Scantron ScoreIT Software**

1. Install the Scantron ScoreIT software using either of the following two methods.
  - Use the provided Scantron ScoreIT Software CD – Insert the CD into the CD-ROM drive of your computer, then browse to the CD-ROM drive.

- Download the software from <http://www.scantron.com/product-updates/#scantron-score>.
2. Double-click **setup.exe**.
  3. Follow the on-screen instructions.
  4. Launch Scantron ScoreIT from the **All Programs** menu. The Scantron ScoreIT icon appears in your task tray.

You can now launch Scantron ScoreIT from the task tray or by inserting a USB drive with Scantron Score test data into the USB port on your computer.

### **Validating the Scanner Firmware Version**

1. If the scanner is in power save mode, press any button to wake the scanner.
2. Press and hold both the up (▲) and down (▼) arrow buttons simultaneously until the Configuration Menu appears (approximately 3 seconds).
3. Scroll down the menu to Firmware Version, then press **OK**.
4. Validate that the APP Version is at least version 1.4 or higher.

**Note:** If the scanner is using an older version of firmware, you can download the latest firmware version at <http://www.scantron.com/product-updates/#scantron-score>.

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