

Prosper 5 User's Guide

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Prosper assessment system Overview

Welcome

The Prosper assessment system software is a data collection software package that enables instructors to track their learners' progress. By collecting test data and scoring tests within the software, instructors are able to track learners' progress throughout an instructional term.

Prosper assessment system software enables instructors with the appropriate program privileges to do the following:

- Create user-defined learning objectives for measuring progress in multiple subject areas.
- Set up instructors, classes, and learners in the Class Management module of the software.
- Select the curriculum to be used for the learners and their classes in the Tests & Assessments module of the software. Curriculum includes tests to be processed and graded and the standards to be applied to those tests.
- Collect data from learner tests, via scanning, response pads, or manual entry, in the Data Collection & Scoring module of the software.
- Run reports in the Analysis & Reporting module of the software to track learner progress, which is based on the data collected from the tests.
- Score virtually any paper-based multiple choice test.
- Score response pad-based multiple choice tests.
- Import state learning standards.
- Choose from more than 25 styles of scannable test answer sheets.
- Import and score tests created in the Exam View format that is provided with more than 3,000 educational textbooks.
- Import and score tests created in the TestGen format.
- Score subjective, performance-based items.
- Export test grades to the Pearson Inform system.

When first installed, there are two types of default accounts that are initially set up: Software Administrator and Instructor. Software Administrators can set up any type of user that they want and assign administrative privileges to them. A Software Administrator can control who can use the software and who can add classes and learners, add and modify curriculum, print tests, scan tests, conduct response pad test sessions, run reports, and what modules users can access. For example, a Software Administrator assign an Instructor as a Class Management Administrator who only has privileges related to the Class Management module.

The term Instructor as used in this documentation and in the software refers to anyone who has a need to use Prosper assessment system software. Instructors may include school principals, teachers, curriculum planners, counselors, advisors, teacher aides, training specialists, other school or corporate associates, and general users.

Refer to the Software Administration Options section of Help for complete details on the Software Administrator's responsibilities.

See Also

[System Overview](#)

[Menu Bar Overview](#)

[Software Administration Overview](#)

System Overview

Prosper assessment system software is divided into six modules:

- [Learning Objectives](#)
- [Class Management](#)
- [Tests & Assessments](#)
- [Answer Sheets](#)
- [Data Collection & Scoring](#)
- [Analysis & Reporting](#)

When the software is running, a button for each module is displayed on the left side of the screen.

Learning Objectives Module Overview

The Learning Objectives module is used to view, modify or create programs that contain the learning objectives or "standards" from which the learner's performance will be measured. The user may view or edit an existing program (i.e., standards database for K-12 classroom education, or a program for employee development or job training). The user may also create a new program by indicating the learning objective areas and sub-level objectives in a classic hierarchical or "tree" format.

See Also

[Class Management Module Overview](#)
[Tests & Assessments Module Overview](#)
[Answer Sheets Module Overview](#)
[Data Collection Scoring Module Overview](#)
[Analysis Reporting Module Overview](#)

Class Management Module Overview

The Class Management module is used to enter instructor, class, and learner information so that you can conduct tests and produce reports. It can also be password protected so that only instructors with valid passwords can access the information.

See Also

[Learning Objectives Module Overview](#)
[Tests & Assessments Module Overview](#)
[Answer Sheets Module Overview](#)
[Data Collection and Scoring Module Overview](#)
[Analysis and Reporting Module Overview](#)

Tests & Assessments Module Overview

The Tests & Assessments module is used to import or edit tests created in the Exam View® Test Generator, supplied with Prosper assessment system software. From this module, Prosper assessment system software enables the user to view the questions and their associated learning objectives. In addition, the user may modify the prescriptive information and add or delete the learning objectives assigned to the question. The user may also create an answer key in the

module which may be helpful for scoring and analyzing short quizzes that were not, or will not be saved in Exam View Test Generator files and directories (i.e., short quizzes, testing needs when a printed copy of the test is not needed.)

See Also

[Learning Objectives Module Overview](#)
[Class Management Module Overview](#)
[Answer Sheets Module Overview](#)
[Data Collection Scoring Module Overview](#)
[Analysis Reporting Module Overview](#)

Answer Sheets Module Overview

Prosper assessment system software enables you to pre-print forms, including learner name and learner ID number in the appropriate field. The Answer Sheets module displays a list of supported forms depending on the options purchased: either OMR forms, image forms, or both.

See Also

[Learning Objectives Module Overview](#)
[Class Management Module Overview](#)
[Tests & Assessments Module Overview](#)
[Data Collection and Scoring Module Overview](#)
[Analysis and Reporting Module Overview](#)

Data Collection & Scoring Module Overview

Process your learners' test using the Data Collection & Scoring module. Prosper assessment system works with Scantron Engage response pads and with Scantron OpScan full page scanners and forms, OpScan iNSIGHT scanners, OpScan SelfScore scanners, EZData card readers, and with TWAIN scanners. Whether you use a pre-built test or import your own, you can process your learners' tests using the Data Collection & Scoring module to yield progress reports.

- **Response Pads** - You distribute tests electronically to learners via the display on the response pad and learners use the key pad to record their answers to the tests and send them back to you.
- **Scanners** - The software comes with a pack of standard forms for testing. You may also purchase additional test forms (See Ordering Forms and Print Services). Learners will use the answer forms to record their answers to the tests you distribute. You can then scan the forms to collect data.

With both methods, you can then produce a grade and reports that show progress against learning standards. All data collected from the response pads and the forms is automatically stored in the software.

See Also

[Learning Objectives Module Overview](#)
[Class Management Module Overview](#)
[Tests & Assessments Module Overview](#)
[Answer Sheets Module Overview](#)
[Analysis Reporting Module Overview](#)
[Ordering Forms and Print Services](#)

Analysis & Reporting Module Overview

Prosper assessment system software provides a variety of reports to show learner grades and mastery of standards. The reports generated are intended to act as a guide for both instructors and learners to evaluate how well learners are learning the required information. Reports can be run at any time during an instructional term to assess learner progress.

See Also

[Learning Objectives Module Overview](#)

[Class Management Module Overview](#)

[Tests & Assessments Module Overview](#)

[Answer Sheets Module Overview](#)

[Data Collection Scoring Module Overview](#)

Software Administration Overview

The Software Administration button (lower left-hand corner of the main dialog box) enables the Administrator to configure instructor passwords, [delete, or editing an instructor](#), add instructor accounts, or [assign additional software administrators](#).

NOTE: Prosper assessment system software allows for multiple software administrators. As an example, the regular software administrator may be unavailable so it would be prudent to have a backup.

Menu Bar Overview

The Prosper assessment system menu bar provides a basic set of functions with additional options provided depending on the module currently open.

NOTE: The selections under each option are enabled or disabled depending on the module that is open.

- **File** option includes:
 - **Import** - Selections include Test Data and Prosper Data.
 - **Export** - Selections include Test Data, Access Database, Prosper Data, and Remark Classic OMR Template.
 - **Logoff** - Click to display the Instructor Login screen.
 - **Exit** - Click to exit Prosper assessment system software.
- **Edit** option is only available when you have selected the **Class Management** module. It includes:
 - **Transfer To Class** - Enables you to transfer class members.
 - **Copy** - Enables you to copy class members.
 - **Paste** - Enables you to paste class members.
 - **Delete** - Enables you to delete class members.
- **View** option includes:
 - All six modules can be launched from this option.
 - **Display Navigation Bar Captions** - This option is enabled by default. When checked, the module icons and names are displayed; When unchecked, only the module icons are displayed.
 - **Image Viewer** - This option is only available when you have selected the **Data Collection and Scoring** module, are in **Step 3** of the Wizard, and are scanning

with an image scanner. When checked, the Image Viewer is displayed, enabling you to view areas of the scanned answer sheet where data is being collected. This is helpful during the Review Exceptions process. Click on any data grid cell to view the answer sheet for the selected test question.

- **Graph Viewer** - This option is only available when you have selected the **Data Collection and Scoring** module and are in **Step 3** of the Wizard. When checked, the Graph Viewer is displayed, enabling you to monitor in-process scanning, response pad, or manual data collection.
- **Tools** option includes:
 - **Class Management** - When the **Class Management** module is active, the Class Management option is added to the **Tools** menu, enabling you to Edit Instructor's Profile, use the Custom View Wizard, Expand Instructor's Classes, Collapse Instructor's Classes, Remove All Classes, and Remove All Learners.
 - **Tests & Assessments** - When the **Tests & Assessments** module is active, the Tests & Assessments option is added to the **Tools** menu, enabling you to Copy Tests.
 - **Security Groups** - Enables Administrators the capability to create new security groups and assign instructors to one or more security groups with different access privileges. (Only shown for users who have administration responsibilities assigned to them.)
 - **Scanner Setup** - Selections include Scantron OMR scanners and TWAIN scanners.
 - **Preferences** - Selections include General and Reporting preferences.
 - **Database Synchronization** - This option is only available for network installations. Selection initiates database synchronization.
 - **SQL Server Properties** - This option is only available for network installations. Selections include SQL Server connectivity.
 - **Software Administration** - This option is only available for users who have administration responsibilities assigned to them. Use it for setting preferences, adding/editing instructor data, directories, terms, importing tests, and system maintenance.
 - **Export to Inform** - For creating a file to go to a Pearson Inform directory.
- **Help** option includes:
 - **Contents**
 - **Support on the Internet**
 - **Copyrights**
 - **Update Product Registration**
 - **About**

Plain Paper Scanning Overview

Prosper assessment system software provides the capability to print, scan, and score test answer documents on "plain paper." Plain paper is defined as pre-defined test answer sheets printed on standard copier grade paper using a standard laser printer. Each test answer sheet includes response positions for test takers to identify themselves (i.e., ID number) and record their answers to a test.

NOTE: Plain paper test forms do not include traditional identification marks such as timing marks or form ID marks.

Plain paper test answer forms have certain guidelines that must be followed. For detailed information, refer to the user's guide.

Prosper assessment system software includes the ability to print answer forms populated with variable information including learner name, class, and personalized ID number.

NOTE: The ability to print custom answer forms with the learner name pre-printed and learner ID number personalized (or with bar codes) from data within Prosper assessment system's Class Management module significantly reduces the amount of editing required during scanning or post-scanning.

Because plain paper test answer sheets do not have timing marks or form IDs, Prosper assessment system software provides a template alignment utility that adjusts the scanning template to match the image.

CAUTION: Plain paper scanning is supported only on TWAIN scanners.

Installing, Upgrading and Uninstalling the Software

System Requirements

Prosper Scoring & Analysis System Requirements (client)

IBM-compatible personal computer with the following recommended:

- 2 GHz processor or faster
- Windows XP (with service pack 2); Windows Server 2003 or a more recent version; Windows Vista™ Business Edition or greater, 32-bit Edition only
- 1 GB RAM
 - NOTE: Analysis reports require memory to run. Lengthy or graphic-intensive reports may take longer to run; additional memory may be required to run these reports.
- Hard drive with at least 1 GB space available to install software and 1 GB available to run software
- For client installs connecting to a network database, 100+MB LAN connectivity to database server
- Monitor capable of 32-bit color with 1024 x 768 or better resolution (16-bit color minimum)
- CD-ROM drive (for installation)
- Mouse or compatible pointing device
- Supported TWAIN-compliant scanner and/or the following Scantron scanners:
 - OpScan 2/3/4/4U/4XP (with or without SelfScore)
 - OpScan iNSIGHT™ 2/4
 - OpScan 5/6/7/8
 - EZData scanner with RS-232 connection (USB adapters are available)
- Windows-supported printer (optional)
- We recommend an Internet connection and a web browser for accessing online product registration, support information, and product updates. It is not required for product operation.

SQL Server 2005 Requirements (server)

Server with the following recommended:

- Processor
 - 32-bit systems: 1 GHz Pentium III-compatible
 - 64-bit systems: 1 GHz processor
- Operating system
 - 32-bit systems: Windows 2000 Server or Professional Edition (with service pack 4); Windows XP (with service pack 2); Windows Server 2003 (with service pack 1); Windows Small Business Server 2003 (with service pack 1)

- 64-bit systems: Windows Server 2003 Standard x64 Edition, Enterprise x64 Edition, or Data center x64 Edition (with service pack 1); Windows XP Professional x64 Edition or later.
- 1 GB RAM
- Hard drive with at least 1 GB space available to install software and 425 MB available for SQL Server Books Online, SQL Server Mobile Books Online, and sample databases
- CD-ROM or DVD-ROM drive (for installation)
- Monitor capable of 16-bit color with 1024 x 768 or better resolution (32-bit color recommended)
- Mouse or compatible pointing device
- We recommend an Internet connection and a web browser for accessing online product registration, support information, and product updates. It is not required for product operation.

SQL Server 2000 Requirements (server)

Server with the following recommended:

- Processor: 1 GHz processor
- Operating system
 - 32-bit systems: Windows 2000 Server or Professional Edition (with service pack 4); Windows XP (with service pack 2); Windows Server 2003 (with service pack 1); Windows Small Business Server 2003 (with service pack 1)
- 128 MB RAM
- Hard drive with at least 1 GB space available to install software and 425 MB available for SQL Server Books Online, SQL Server Mobile Books Online, and sample databases
- CD-ROM or DVD-ROM drive (for installation)
- Monitor capable of 16-bit color with 1024 x 768 or better resolution (32-bit color recommended)
- Mouse or compatible pointing device
- We recommend an Internet connection and a web browser for accessing online product registration, support information, and product updates. It is not required for product operation.

Installing the Software - Client

The Prosper assessment system software install program must be run in order to use the software. You must have Administrator privileges to perform the software installation. The software must be installed on a drive with at least 250 MB of free disk space.

NOTE: If you plan to import tests from Exam View test generation software, you must install Exam View on your system before installing Prosper assessment system software.

1. Insert the installation CD-ROM into your CD-ROM drive.

The Prosper assessment system CD-ROM contains an auto play feature so that when inserted into your CD-ROM drive, the installation will begin automatically. This feature is only available if your CD-ROM drive's auto play feature is enabled. If the installation does not begin automatically, use the [Alternate Instructions](#) below.

2. The Welcome to the InstallShield Wizard for Prosper assessment system 5 dialog box is displayed. Click **Next** to continue.

The Extracting Files progress dialog is displayed.

The Preparing to Install dialog is displayed.

3. The Welcome to the InstallShield Wizard for Prosper assessment system 5 dialog box is displayed. Click **Next** to continue.
4. The Customer Information dialog box is displayed. Enter the appropriate information for your installation:
 - **User Name**
 - **Company Name**
 - Prosper assessment system software **Serial Number** (from the sticker located on the CD-ROM case or on the back of the User's Guide).
 - Prosper assessment system software **Authentication Code** provided with the software.
 - In **Install the application for:** select whether the software installation is for **Anyone who uses this computer** or **Only for me**, the User.

Click **Next** to continue.

5. If a database from an earlier version of Prosper assessment system is detected, a message is displayed asking if you want to use the existing data. Respond **Yes** or **No** to continue.
 - **Yes** - Data from the currently installed version of Prosper assessment system will be imported. Skip to step 7.
 - **No** - Data from the currently installed version of Prosper assessment system will not be imported. You can import this data later, if desired.
6. The License Agreement dialog box is displayed. Read the terms and then click **Yes** to continue.
7. The Software Administrator dialog box is displayed. Enter all of the required information.
 - **Salutation**
 - **First Name**
 - **Last Name**

The instructor entered during installation is automatically assigned the Software Administrator account. This assignment can be changed later to a different user or to additional users, if required.

Password, Verify Password, Hint Question, and Hint Answer are optional and can be added later.

Click **Next**.

8. The Select Features dialog box is displayed.
 - Make certain that the Application Files and Help Files check boxes are enabled.
 - For Destination Folder, accept the defaults or browse to Choose Folder to select the installation folder.

Click **Next**.

9. The Choose Common Files Folder dialog box is displayed. Accept the defaults or browse to Choose Folder to select the installation folder.

Click **Next**.

10. The **Setup Status** progress dialog box is displayed. The software installation configuration takes several minutes to complete.
11. A message is displayed asking if you want to add a shortcut to the desktop. Click **Yes** to add the shortcut or click **No**.
12. The InstallShield Wizard Complete dialog box is displayed. If applicable, click the appropriate button to restart your computer now or later. Remove any disks from their drives and then click **Finish**.
13. An Installing scanner and printer drivers message may be displayed.

Alternate Instructions

If the installation does not automatically load (Steps may vary slightly, depending on your operating system.):

1. Select **Start** on the taskbar; click **Control Panel** and then click **Add or Remove Programs**.
2. The Add or Remove Programs dialog box is displayed. Click the **Add New Programs** button.
3. Click the **CD or Floppy** button to add the program from the CD-ROM.
4. The Install Program From Floppy Disk or CD-ROM dialog box is displayed. Insert the Prosper assessment system CD-ROM and click **Next**.
5. The Run Installation Program dialog box is displayed with the default path defined (e.g., D:\Setup.exe).
If the **Run Installation Program** dialog box is displayed without a path defined, click the **Browse** button and navigate to the appropriate folder where the installer is located.
6. Once the appropriate path is displayed, click the **Finish** button.
7. The program runs through installation setup and then displays the **Welcome** screen. Continue with [step 2](#) of the installation procedure, above.

See Also

[System Requirements](#)

[Starting and Exiting Prosper assessment system](#)

[After Installation](#)

[Software Administration Overview](#)

[Assigning Administration Privileges to Instructors or Administrators](#)

[Upgrading from Earlier Versions of the Software](#)

Installing the Software - Network

The Prosper assessment system software install program must be run in order to use the software. You must have Administrator privileges to perform the software installation. The software must be installed on a drive with at least 250 MB of free disk space.

- [Network Overview](#)
- [Installing the Software on a Local Area Network](#)
- [Distributing the Software to Workstations](#)
- [Distributing the Software from the Network](#)
- [Installing the Software from a CD](#)

CAUTION: The software and the SQL Server database are similarly named: **Prosper 5** is the current Prosper assessment system software version. **Prosper 4** is the SQL Server database name.

NOTE: If you plan to import tests from ExamView test generation software, you must install ExamView on your system before installing Prosper assessment system software.

Network Overview

The network version of Prosper assessment system software includes the following basic features/functions:

- Software and associated files can be installed to a server that is accessible via a local area network (LAN).
 - **NOTE:** WAN environments are not supported.
- Software updates can be “pushed” by a network administrator from the central server to local workstations.
- The Prosper network database(s) contains the following:
 - Learning objectives
 - Instructors
 - Classes
 - Student information
 - Test data
- Each workstation has a copy of Prosper locally installed and configured to point to the network database.
- The Prosper database is a SQL Server database, independent of any other databases that may be installed. It is named **Prosper4**.
- SQL Server 2000 or 2005 are required for the server portion of the software and must be properly licensing to access the database.

Installing the Software on a Local Area Network

1. Insert the installation CD-ROM into your CD-ROM drive.

The Prosper assessment system CD-ROM contains an auto play feature such that when inserted into your CD-ROM drive, the installation will begin automatically. This feature is only available if your CD-ROM drive's auto play feature is enabled. If not, browse to the CD-ROM drive, find the executable setup file and double-click on the file name to start the install program.

If the installation does not automatically load:

- a. Select **Start** on the taskbar, click **Settings**, then click **Control Panel**.
 - b. Double-click **Add/Remove Programs**.
 - c. Click **Add New Programs** to display the **Add/Remove Programs** dialog box.
 - d. Click **CD or Floppy** to display the **Install Program from Floppy Disk or CD-ROM** dialog box.
 - e. Insert the CD-ROM and click **Next >**.
 - f. The **Run Installation Program** dialog box is displayed with the default path defined (e.g., D:\Setup.exe). If the **Run Installation Program** dialog box is displayed without a path defined, click **Browse** and navigate to the appropriate folder.
 - g. Once the appropriate path is displayed, click **Finish**.
2. The program runs through the installation setup, then displays the **Welcome** screen. Continue with the next step of the installation procedure.

3. When the Welcome to the InstallShield Wizard for Prosper assessment system 5 window is displayed, click Next.

The program displays the **Extracting Files** and **Preparing to Install** windows, then displays the **Customer Information** dialog box.

The screenshot shows a dialog box titled "Prosper assessment system - InstallShield Wizard" with a close button in the top right corner. The main heading is "Customer Information" with the instruction "Please enter your information." Below this are four input fields: "User Name:", "Company Name:", "Serial Number:", and "Authentication Code:". The "Authentication Code" field is divided into eight individual character boxes. At the bottom, there are two radio buttons under the heading "Install this application for:": "Anyone who uses this computer (all users)" (which is selected) and "Only for me (User)". At the very bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

4. Do the following: (Note that all fields are required.)
 - Enter your name and company name in the appropriate boxes.
 - Enter the software serial number (located on the sticker on the CD case or back of this manual).

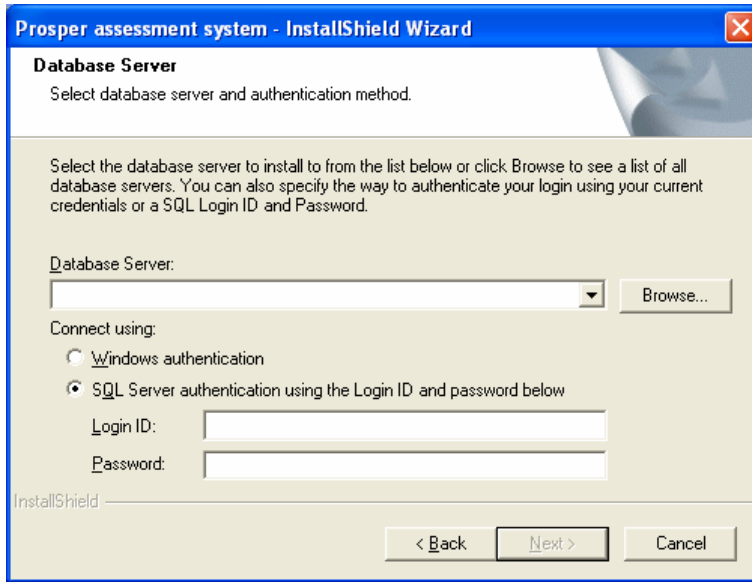
TIP: Make sure you keep the serial number and authentication code in a secure place that is also readily accessible. You will need the serial number and authentication code to obtain product updates.

- Enter the authentication code that is provided with the software.

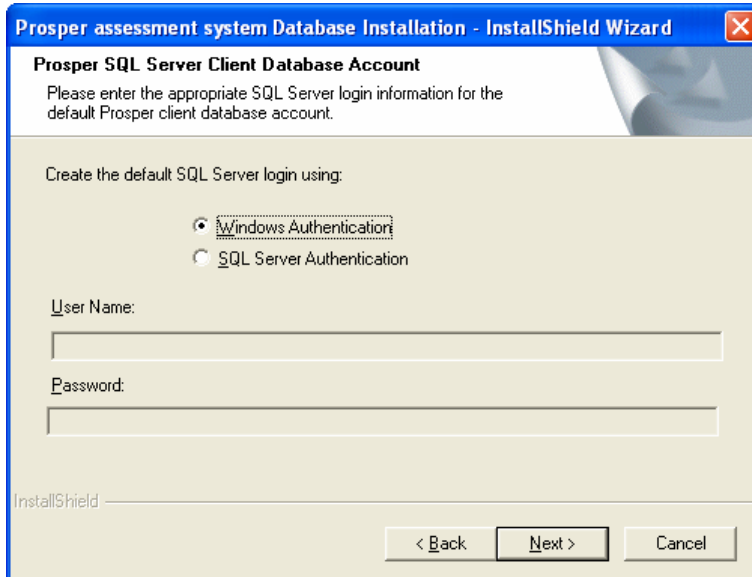
The authentication code enables only those features and functions of the software that were purchased. There are three network licenses: 25-user, 50-user, and an unlimited number of users. (You can have more users but only 25 or 50 users can be active at any one time.) The authentication code limits the number of instructors that can be assigned user IDs. To prevent multiple instructors from using the same user ID, there is an additional limitation of 10 classes per instructor or a total of 250 classes per school year. (The limit is 10 classes X the number of instructors allowed by the key. i.e. 250 classes for a 25-user license).

5. Once you have completed filling in customer information and authentication codes, click **Next**. The **License Agreement** window is displayed.
6. Read the License Agreement terms, then select the **I accept the terms of the license agreement** option.

7. Click **Next**. The program displays the **Database Server** window.



8. Enter the **Database Server** name or click **Browse** and select from a list of servers.
9. Select the appropriate **Connect Using** option: **Windows authentication** or **SQL Server authentication**.
10. Click **Next**. The **Prosper 5 SQL Server Client Database Account** window appears.



11. Select the appropriate option for creating the default SQL Server login, either **Windows Authentication** or **SQL Server Authentication**, then click **Next**. The **Software Administrator** window appears.

Prosper assessment system Database Installation - InstallShield Wizard

Software Administrator
Follow the directions below to create the software administrator account.

Complete all of the following fields to create the software administrator account.

Salutation:

First Name: Last Name:

Password: Verify Password:

Hint Question: Hint Answer:

InstallShield

< Back Next > Cancel

12. Complete all of the fields, then click **Next**. The **Organization Information** window appears.

Prosper assessment system Database Installation - InstallShield Wizard

Organization Information
Input information for your organization.

Please choose a unique ID and a name for your organization. Both of these should be significant and should represent the individual site in which this application will be used.

Site ID:

Site Name:

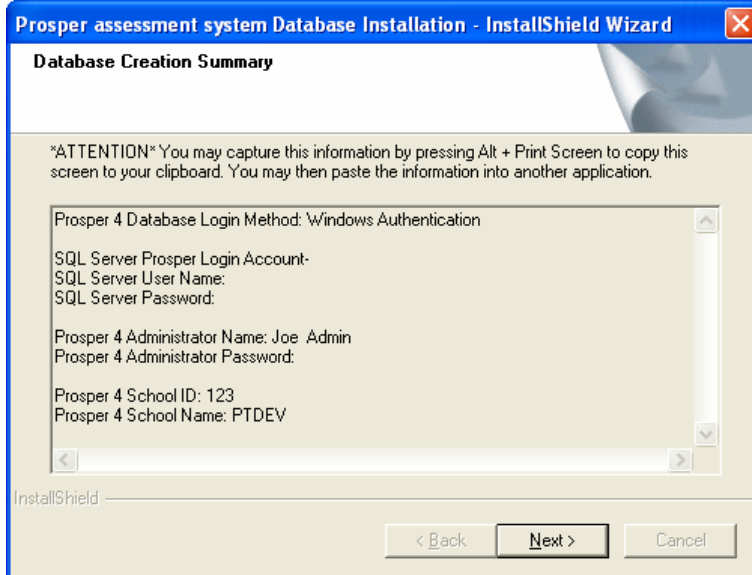
InstallShield

< Back Next > Cancel

13. Enter a unique **Site ID** and **Site Name**.

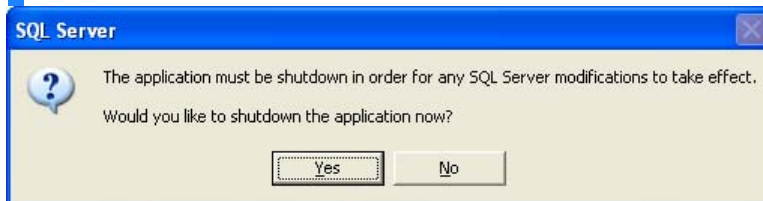
If a previous version of Prosper 4 or 5 was installed on the server, InstallShield may display an error message that the database already exists. If so, you will need to remove the Prosper database in SQL Server before continuing.

14. Click **Next**. The **Setup Status** window appears, then the **Database Creation Summary** window.



15. Click **Next**. The install program completes the installation process.
 16. When prompted, click the appropriate button to restart your computer now or later.

NOTE: If you made changes to the database, to which you are connecting, such as changing from Windows Authentication to SQL Authentication, the SQL server may display this message: **The application must be shutdown in order for any SQL Server modifications to take effect.** You will then have the option of shutting down the application immediately. This message is not displayed for Windows Server 2003.



17. Click **Yes** to shut down the application and apply any SQL modifications.

Distributing the Software to Workstations

Software can be installed by the Software Administrator from a central server over the LAN or at the local workstation. How you elect to perform this is entirely up to your network best practices. This may include pushing the software installation and upgrades to each workstation, downloading and running a setup file, running the setup file from the Windows Start button from a predetermined network location, or installing from a CD.

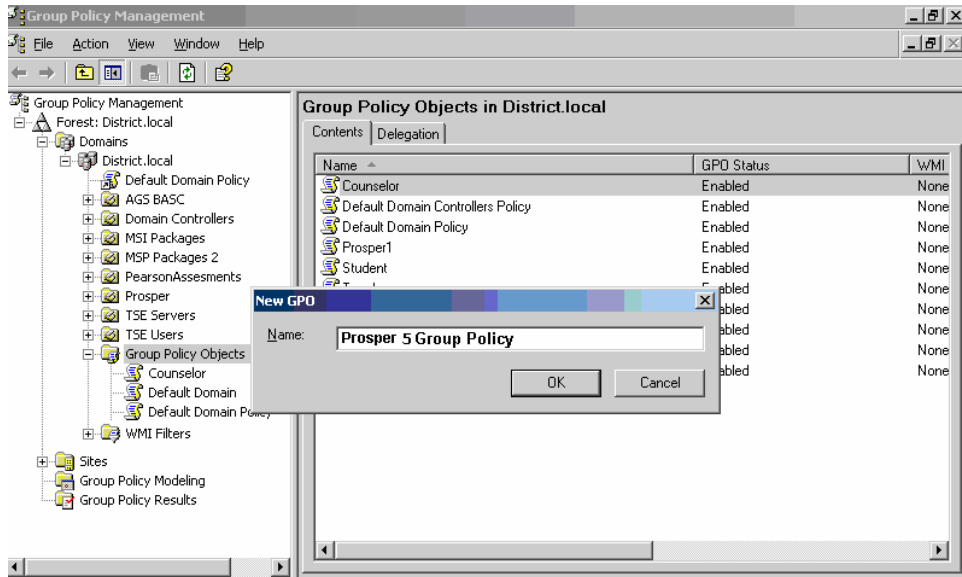
Distributing the Software from the Network

The following procedures describe how to distribute the software from the network to workstations, which includes the .msi file found on the Prosper software CD.

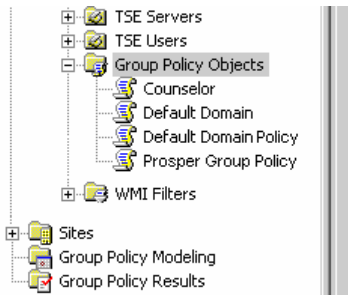
Prior to performing the following instructions, download and install a copy of the Group Policy Management Console from Microsoft at:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=0A6D4C24-8CBD-4B35-9272-DD3CBFC81887&displaylang=en>

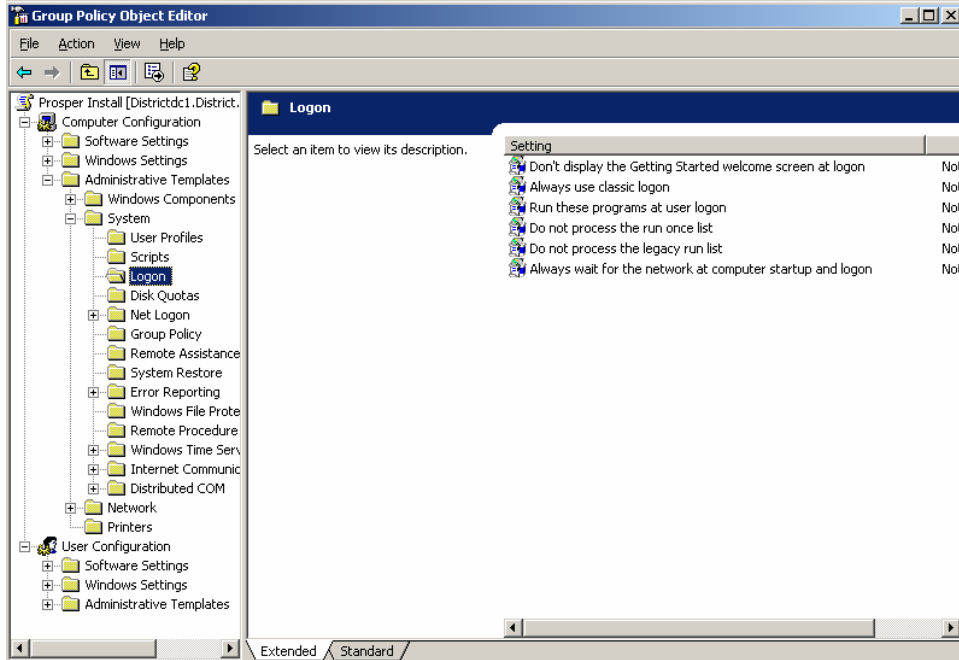
1. From the **Group Policy Management** console (Start | Programs | Administration Tools | Group Policy Management). The **Group Policy Management** window appears.
2. Select **Group Policy Objects** and click **Open**. The **New GPO** dialog box appears.



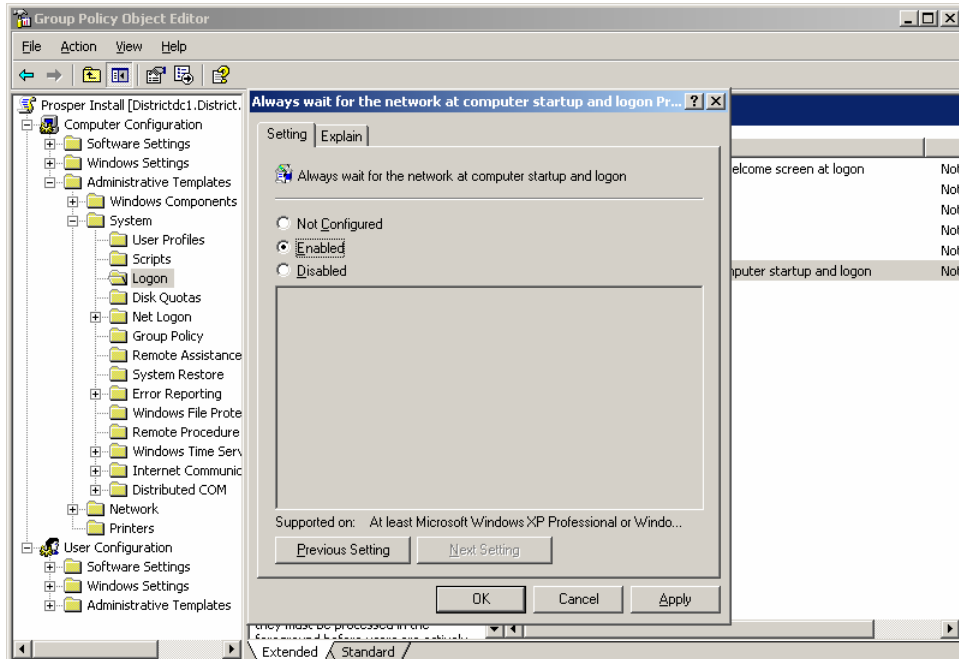
3. Enter a group policy (GPO) object **Name**. For example, enter **Prosper 5 Group Policy**.
4. Click **OK**. The new group policy name appears in the left pane.



- Right-click on group policy object that you just created (e.g., Prosper 5) and select Edit to open the **Group Policy Object Editor**.

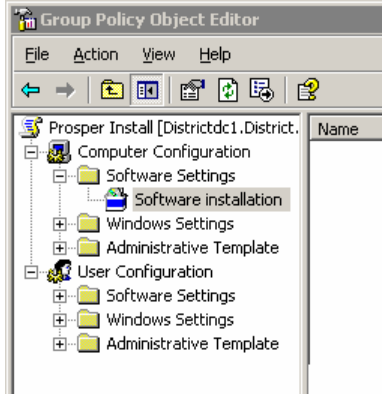


- Navigate to the following location in the group policy object editor:
Computer Configuration | Administrative Templates | System | Log on
- Double-click on the option called Always wait for the network at computer startup and logon, which is located in the right pane. The program displays a dialog box.

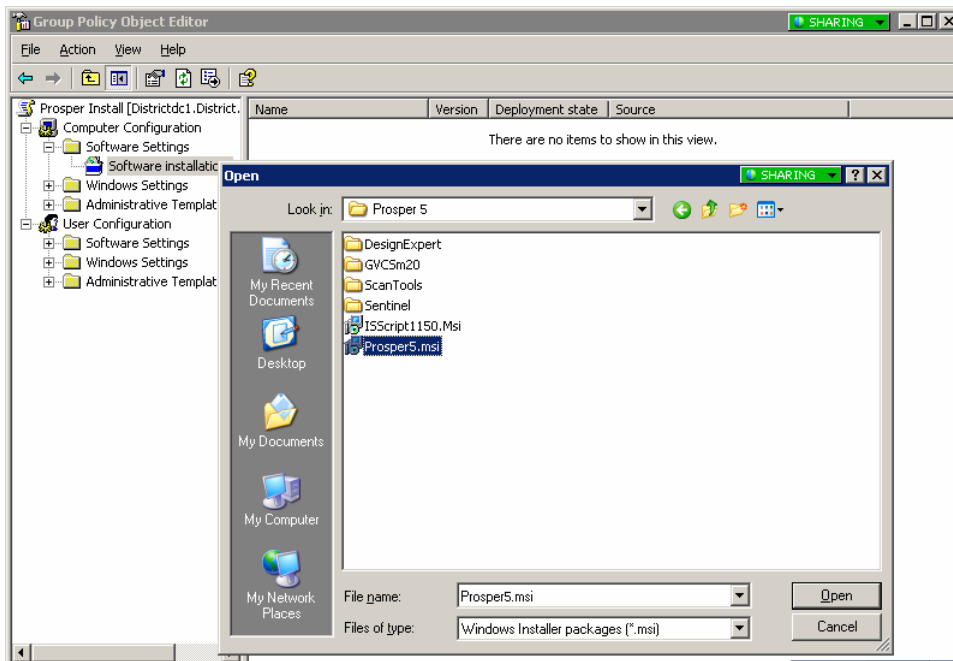


- Select the Enabled option and click **OK**.

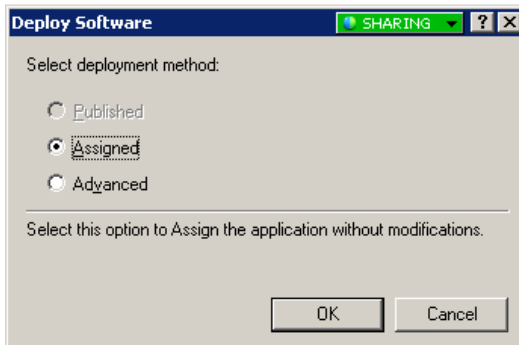
- In the left pane, select the Software Settings | Software Installation item and right-click to select **New Package**.



- Make sure you've copied the entire contents of the Prosper CD to a network drive, which includes the Prosper.msi file.
- Browse to the folder that contains the contents of the Prosper 5 installation CD.



- Select the Prosper5.msi file and open it. The Deploy Software dialog box appears.



- Select the Assigned option and click **OK**. The program returns to the Group Policy Object Editor.

14. After these steps are completed, you must create a package that assigns the Prosper 5 MSI to a particular system or systems with the advanced assignment method; an appropriate transform file (.mst) must be created and applied as a modification to the newly created package. (Refer to the following instructions for creating a transform file). After the transform file is created, Prosper 5 will install remotely to specified number of systems that have been assigned to an organizational unit.

Once Prosper has been assigned to a system or systems using Active Directory, the only supported method of removing Prosper from the system or systems is to remove it using a group policy. Right-click on the appropriate group policy object and select remove to remove the application immediately from the target system(s). This removes Prosper and ScanTools. This action will not remove DesignExpert from any system remotely.

DesignExpert must either be installed/removed separately or be removed manually from the target system(s) using the Add/Remove programs dialog.

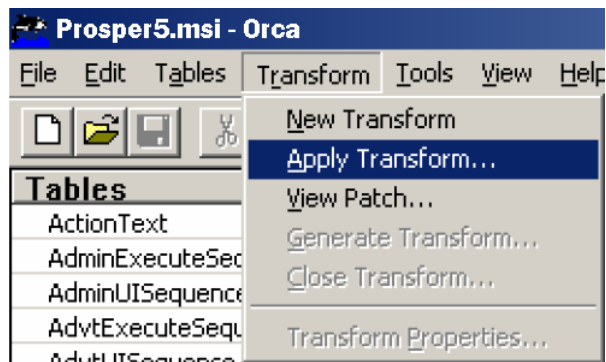
Creating a Prosper 5 Active Directory Installation Transform File Using Orca

Orca is a Microsoft utility for modifying and validating Windows Installer packages and must be installed to use the transform file.

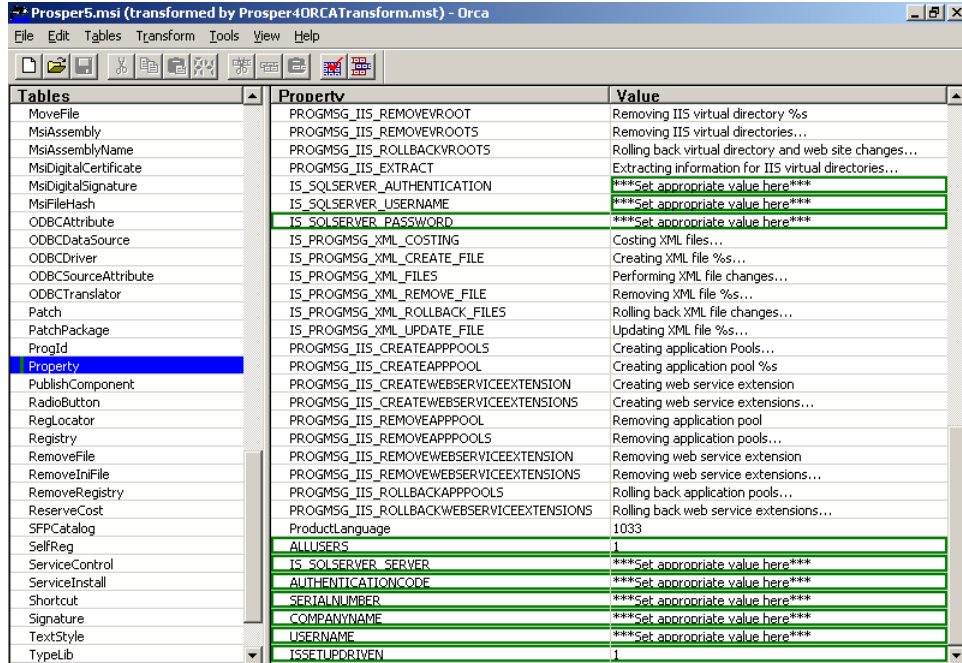
Instructions for downloading, installing and using Orca can be found at the following location:

<http://support.microsoft.com/kb/255905/EN-US/>

1. Insert the Prosper 5 installation CD or get the network drive location that includes the contents of the Prosper CD that you copied earlier.
2. After Orca has been installed, navigate to the Prosper 5 MSI file that is included on the installation CD: (START | PROGRAMS | ORCA | PROSPER5.MSI).
3. Right-click on the file and select Open. The utility displays the Prosper5.msi window.
4. Using Orca, click on **Transform** from the menu bar and select Apply Transform to apply the transform file entitled Prosper5ORCATransform.mst found in the Prosper 5 drive/folder location on the network.



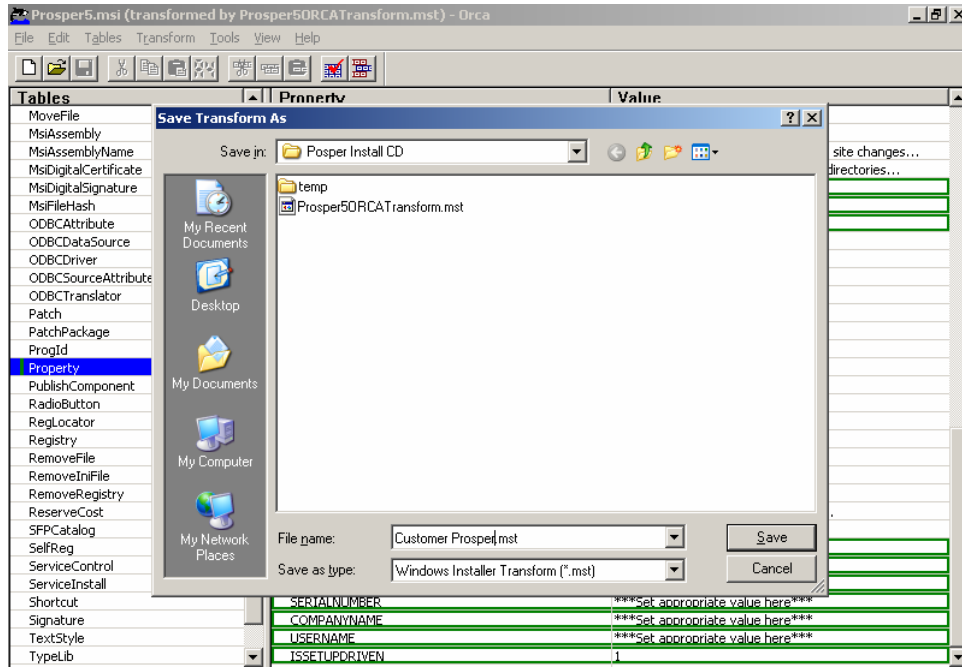
5. Select **Property** from the list in the **Tables** column. The different properties and their respective values should appear in the right pane. The property values that should be altered are surrounded by green outlines (the only exceptions to this are the ISSETUPDRIVEN and ALLUSERS properties, the values of which should not be modified). These values will be set to *****Set appropriate value here***** by default. Modify each value as appropriate for your environment.



For each property that should be modified, its respective range of values is described in the following table.

Property Name	Property Values
IS_SQLSERVER_AUTHENTICATION	This should be set to a value indicating either Windows authentication or SQL Server authentication will be used by the default Prosper 5 SQL Server application log-in. '-1' indicates SQL Server authentication, while '0' indicates Windows authentication.
IS_SQLSERVER_USERNAME If SQL	Server authentication has been indicated, this value should be set to the pre-existing Prosper 5 SQL Server application log-in username.
IS_SQLSERVER_PASSWORD If SQL	Server authentication has been indicated, this value should be set to the pre-existing Prosper 5 SQL Server application log-in password.
USERNAME	This should be set to the name that the user would enter in the customer information dialog.
COMPANYNAME	This should be set to the company name that the user would enter in the customer information dialog.
SERIALNUMBER	This should be set to the Prosper 5 serial number that the user would enter in the customer information dialog.
AUTHENTICATIONCODE	This should be set to the Prosper 5 authentication code that the user would enter in the customer information dialog.
ALLUSERS	This should be set to a value representing whether or not the installation should be available for all users. To make the installation available for all users, set this value to '1'. To make the installation available only for the user performing the installation, set this value to '0'.
IS_SQLSERVER_SERVER	This should be set to the name of the SQL Server that holds the pre-existing Prosper 4 database.

- After the appropriate changes have been made to the transform file, select the Generate Transform option from the Transform menu. Specify the name and location of the new transform file.

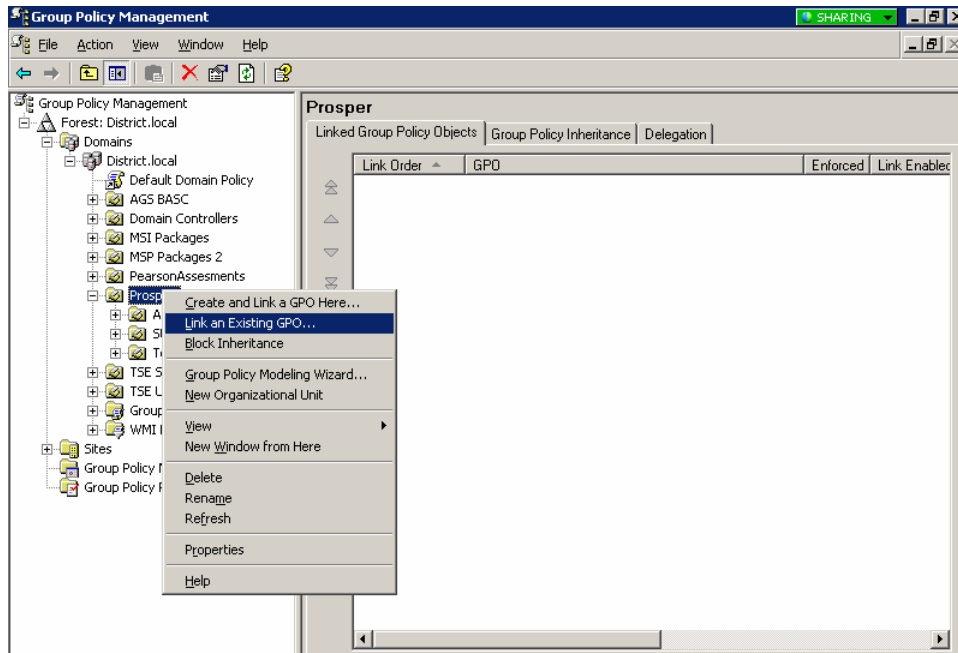


- You can now assign the software to an organization unit. Continue onto the next section that describes how to assign the MSI to an organizational unit.

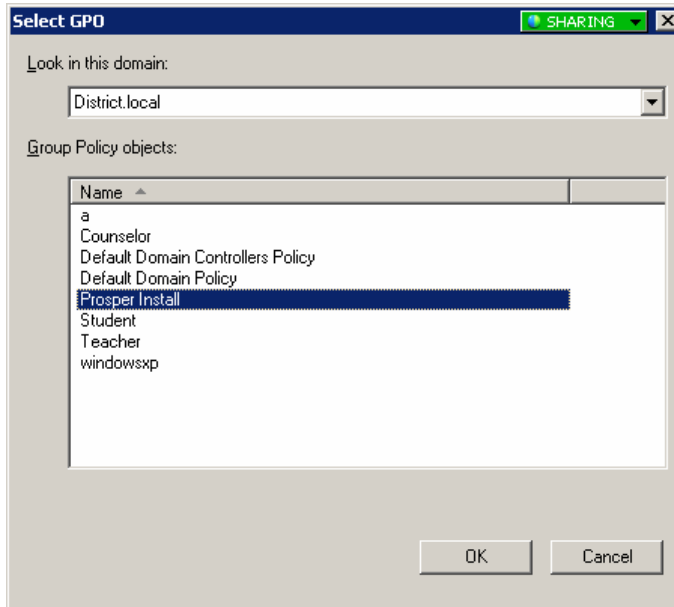
Assign the MSI to an Organizational Unit

Assignment of the MSI must be done at a computer level and not at a user level unless a private user has local administrative privileges.

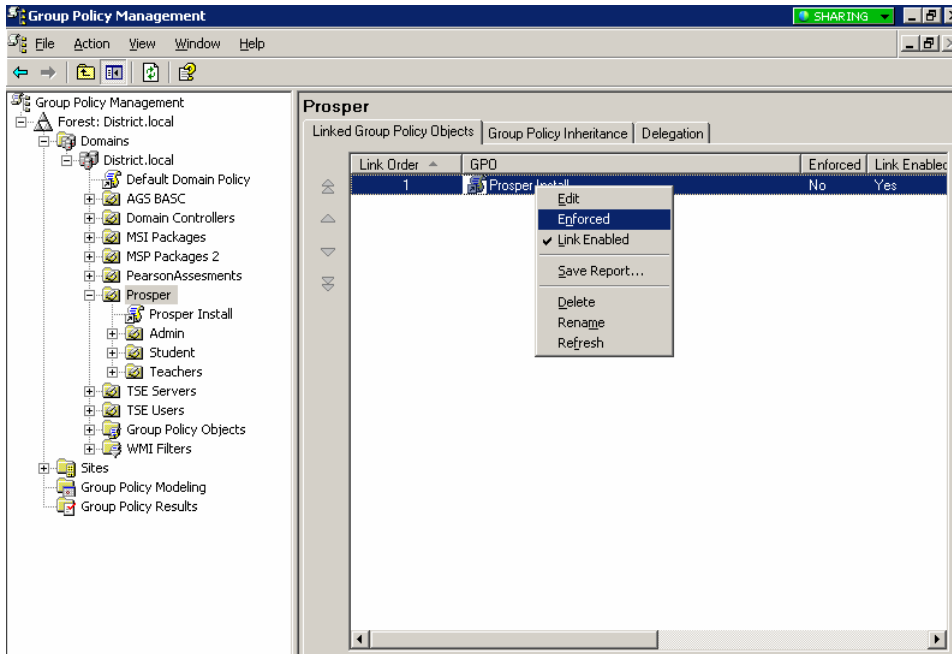
- From the Windows Start button, select Programs | Administrative Tools | Group Policy Management. The Group Policy Management dialog box appears.



- In the left pane, select the Prosper item then right-click and select Link an Existing GPO. The Select GPO dialog box appears.

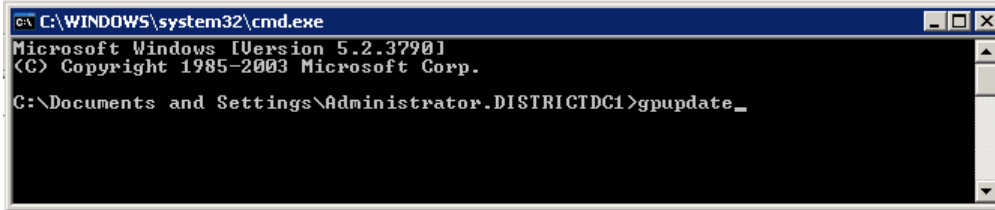


- Select the appropriate Prosper installation then click **OK**. The tabbed window appears with the Linked Group Policy Object tab showing the current GPOs.



- Select the Prosper GPO then right-click and select Enforced.
- Click OK from the confirmation window.
- The final step requires you to update the group policy. This can be done by opening up a command window.
- Click on the Windows Start button and select Run.

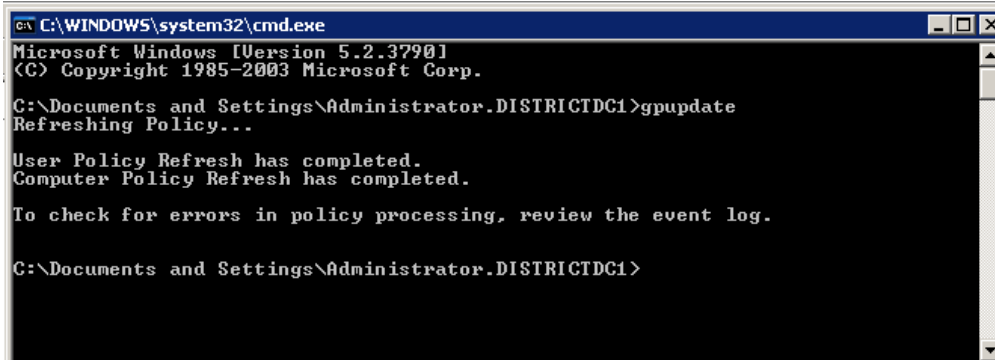
- At the Run window, enter **gpupdate**. The command window appears.



```
C:\WINDOWS\system32\cmd.exe
Microsoft Windows [Version 5.2.3790]
(C) Copyright 1985-2003 Microsoft Corp.

C:\Documents and Settings\Administrator.DISTRICTDC1>gpupdate_
```

- Press **Enter**. The command window appears with the results of the command.



```
C:\WINDOWS\system32\cmd.exe
Microsoft Windows [Version 5.2.3790]
(C) Copyright 1985-2003 Microsoft Corp.

C:\Documents and Settings\Administrator.DISTRICTDC1>gpupdate
Refreshing Policy...

User Policy Refresh has completed.
Computer Policy Refresh has completed.

To check for errors in policy processing, review the event log.

C:\Documents and Settings\Administrator.DISTRICTDC1>
```

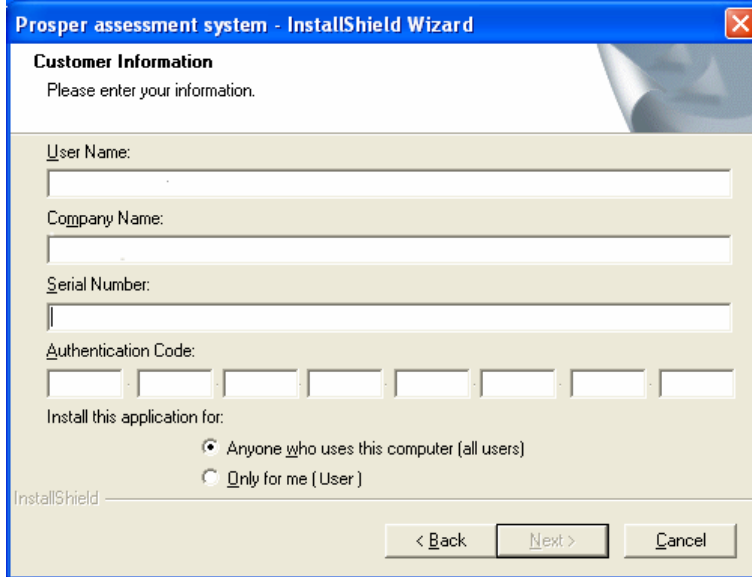
The Prosper assessment system software will automatically install at user workstations the next time their computers reboot.

Installing the Software from a CD (at the Local Workstation)

To install the Prosper assessment system software on a local workstation using a CD, perform the steps as described below.

- Insert the installation CD-ROM into your CD-ROM drive.
The Prosper assessment system CD-ROM contains an auto play feature so that when it is inserted into your CD-ROM drive, the installation will begin automatically. This feature is only available if your CD-ROM drive's auto play feature is enabled. If not, browse to the CD-ROM drive, find the executable setup file and double-click on the file name to start the install program.
- When the **Welcome to the InstallShield Wizard for Prosper assessment system 5** window is displayed, click Next.

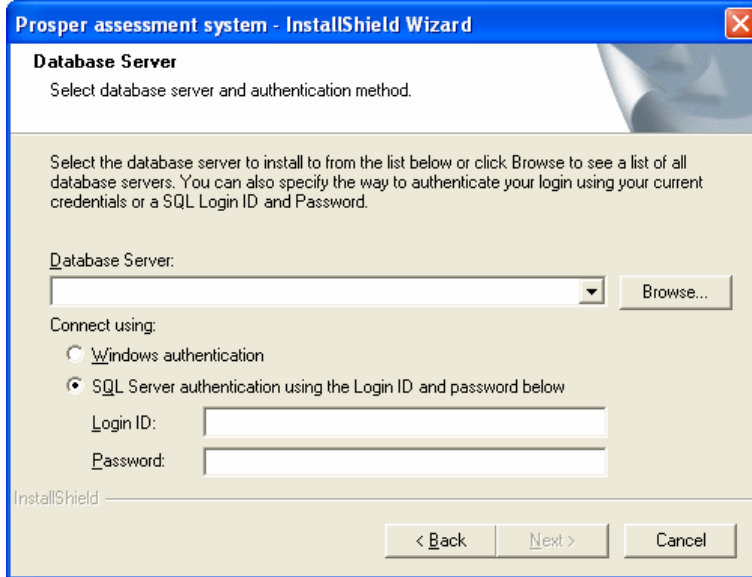
InstallShield displays the **Extracting Files** and **Preparing to Install** windows, then displays the **Customer Information** dialog box.



The screenshot shows a window titled "Prosper assessment system - InstallShield Wizard" with a close button in the top right corner. The window contains a "Customer Information" section with the instruction "Please enter your information." Below this are four input fields: "User Name:", "Company Name:", "Serial Number:", and "Authentication Code:". The "Authentication Code" field is a grid of eight small boxes. At the bottom, there are two radio buttons for "Install this application for:" with the options "Anyone who uses this computer (all users)" (which is selected) and "Only for me (User)". At the very bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

3. Do the following: (Note that all fields are required.)
 - Enter your name and company name in the appropriate boxes.
 - Enter the software Serial Number (located on the sticker on the CD case or on the back of this manual).
 - Enter the authentication code that is provided with the software. The authentication code enables only those features and functions of the software that were purchased.
 - Click the appropriate button:
 - Anyone who uses this computer (all users); or
 - only for one (one particular user).
4. Once you have completed filling in customer information and the authentication code, click **Next**. The **License Agreement** window is displayed.

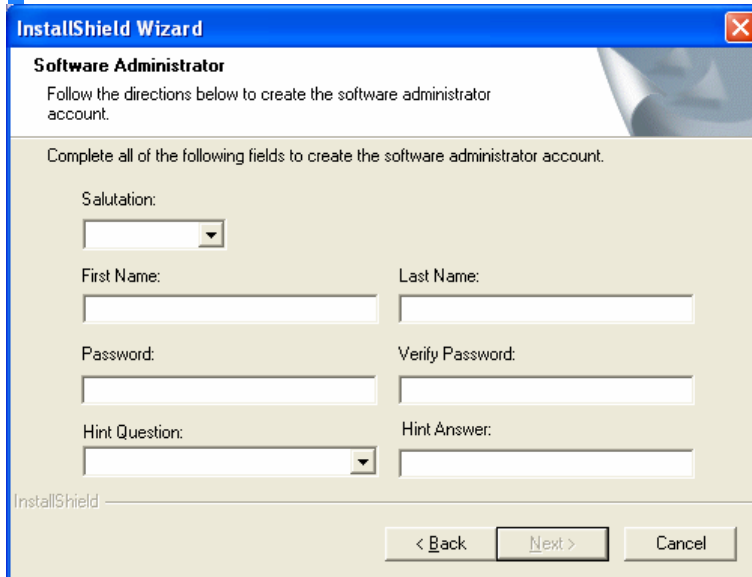
5. Read the License Agreement terms, then click **Yes**. The **Database Server** window is displayed.



6. Enter the Database Server name or Click Browse and select from a list of servers.
7. In the Connect using: section, select SQL Server authentication and enter the Login ID and Password.

The **Software Administrator** window is displayed if this is a first time installation. It is not displayed if you are upgrading from an earlier version of Prosper.

NOTE: The instructor name entered during installation is automatically assigned the Software Administrator account. This assignment can be changed to a different user or additional users if required.

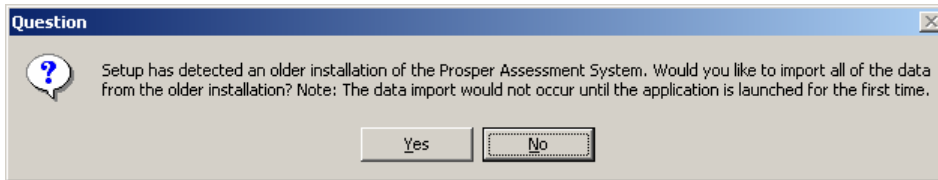


If InstallShield detected a previous installation with an administrator account, this message is displayed:

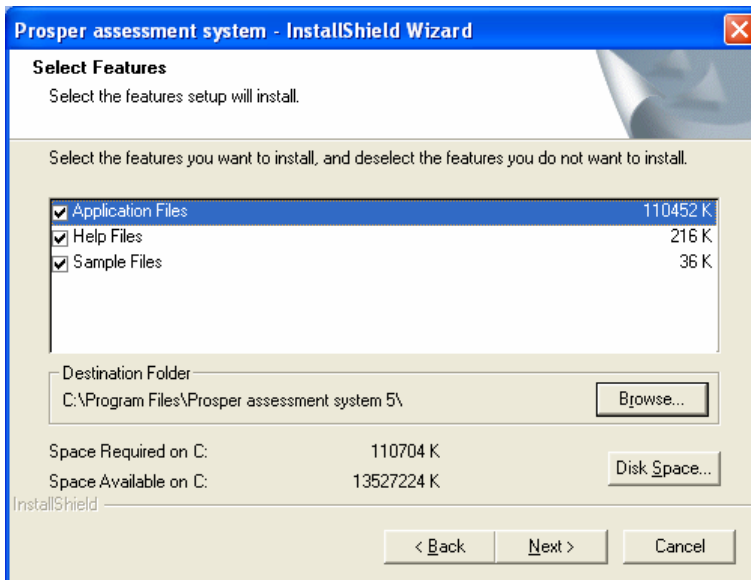


8. If you want to set up a new administrator account, click **Yes** then continue on with step 9. If you do not want to set up a new administrator account, click **No** then continue on with step 10.

If the following message appears, click **Yes** to import the data from the currently installed version then go to step 9:



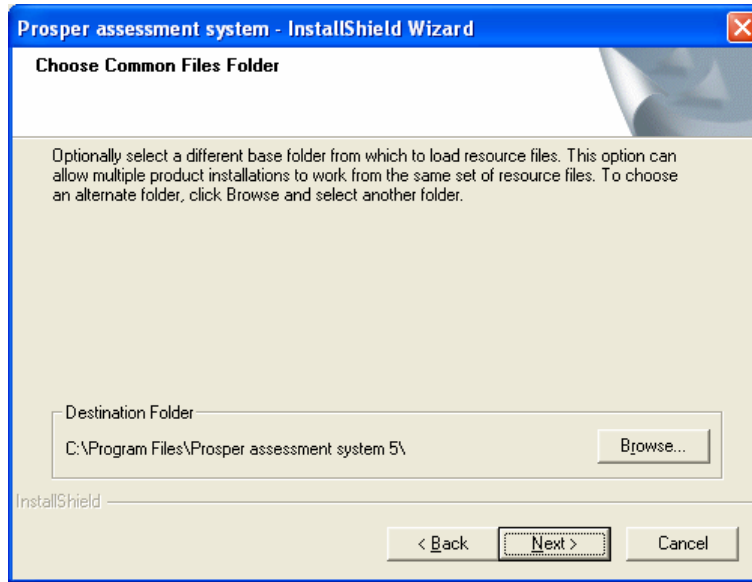
9. From the **Software Administrator** dialog box, enter all required information (i.e., Salutation, First Name and Last Name) then click **Next**.
10. At the **Select Features** dialog box, make certain that at least the Application Files and Help Files boxes are checked.



Optional information can be added later.

11. Click **Next**.

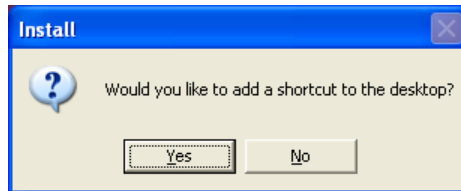
The program displays the **Choose Common Files Folder**.



As an option, select a different base folder from which to load resource files. This option can allow multiple product installations to work from the same set of resource files. To choose an alternate folder, click Browse and select another folder. Otherwise, accept the defaults and click **Next**. The **Setup Status** progress screen is displayed.

Setup Status takes several minutes to complete.

12. When the promotion window **Test Item Banks for Math & Science at an Affordable Price** is displayed, make a note of the internet URL and/or telephone number then click **Next** to continue.
13. Once the application has completed the installation, the “Would you like to add a shortcut to the desktop?” window is displayed.



14. Click Yes to add the shortcut or click **No**. The **InstallShield Wizard Complete** dialog box is displayed.
If applicable, click the appropriate button to restart your computer now or later.
15. Remove the CD from the drive and click **Finish**.

See Also

- [Client Installation](#)
- [System Requirements](#)
- [Starting and Exiting Prosper assessment system After Installation](#)
- [Software Administration Overview](#)
- [Assigning Administration Privileges to Instructors or Administrators](#)
- [Upgrading from Earlier Versions of the Software](#)
- [Removing the Prosper Database](#)

Removing the Prosper 4 Database

If you are executing a Prosper server installation, you can retain the existing Prosper 4 database in SQL Server or you can create a new one. If creating a new one, you must delete the existing Prosper 4 database in SQL Server before executing the Prosper server installation.

- If you retain the existing Prosper 4 database in SQL Server, the Prosper 4 database name, **Prosper4**, will remain unchanged.
- If you create a new Prosper database in SQL Server, the database will be named **Prosper4**.

SQL Server 2005 Management Studio

1. Connect to the desired server via Remote Desktop Connection.
2. Launch SQL Server 2005 Management Studio.
3. Select the Prosper 4 database in Object Explorer.
4. Right-click and select **Delete**.
5. The **Delete Object** dialog is displayed.
6. Click **OK**.

If SQL Server Authentication was used to connect to the database:

7. Delete the user(s) created (Windows authentication connection will not require this step).
8. Navigate to and expand the **Security** folder in the Object Explorer.
9. Expand the **Logins** subfolder in the **Security** folder.
10. Select the appropriate login, which will likely have been created during the Prosper 4 server installation.
11. Delete the selected log-in.
12. Click **OK** on the dialog that appears.
13. Again, click **OK** on the dialog that appears.

SQL Server 2000 Enterprise Manager

1. Connect to the desired server via Remote Desktop Connection.
2. Launch SQL Server Enterprise Manager.
3. Select the Prosper 4 database in Enterprise Manager.
4. Right-click and select **Delete**. (the database will not be deleted if any users are still connected).

If SQL Server Authentication was used to connect to the database:

5. Delete the user(s) created (Windows authentication connection will not require this step).
6. Navigate to and expand the **Security** folder.
7. Select the **Logins** item in the expanded **Security** folder.
8. In the right pane, select the appropriate login, which will likely have been created during the Prosper 4 server installation.
9. Delete the selected log-in.
10. Press **Yes** on the resulting dialog.

Upgrading from Earlier Versions of the Software

To ensure data integrity, run Prosper assessment system software version 5 without uninstalling the previous version (version 4, 3, or 2) until you feel completely confident. Once you are comfortable with the new version, you can delete the previous version.

NOTE: We recommend that you leave the databases located in the Prosper assessment system 4, 3 (or 2) folder.

Running Two Versions of the Software

Do the following:

1. Make backup copies of the databases located in the Prosper assessment system 4, 3 (or 2) folder.
CAUTION: If you remove the database, you cannot recover it.
2. Install Prosper assessment system 5 software.
3. To use the databases from a previous version, select the Class Management module and use the File | Import | Prosper Data command.
4. Verify that all data (tests, data, classes, programs) transferred from Prosper assessment system version 4, 3, or 2 to Prosper assessment system version 5.

See Also

[Uninstalling the Previous Version of the Software](#)

Uninstalling the Previous Version of the Software

Once you have complete confidence in running Prosper assessment system version 5, you can uninstall version 4, 3, or 2. Do the following (Steps may vary slightly, depending on your operating system.):

1. Select **Start** on the taskbar; click **Control Panel** and then click **Add or Remove Programs**.
2. The Add or Remove Programs dialog box is displayed. Click the Prosper assessment system 4, 3 (or 2) **icon**.
3. Prosper assessment system software installation information is displayed. Click the **Change/Remove** button.
The InstallShield Wizard progress dialog box is displayed.
4. The **Welcome** dialog box is displayed. Click **Remove** and then click **Next**.
5. A message is displayed asking whether you want to completely remove the software. Click **Yes** to continue uninstalling or **No** to quit and return to the Welcome dialog box.
The Setup Status dialog box is displayed.
6. The Uninstall Complete dialog box is displayed. Click **Finish**.
7. The Add or Remove Programs dialog box is displayed. Verify that the program has been removed and then close the Add or Remove Programs dialog box and exit the Control Panel.
8. If you prefer to remove all information in the system, including instructors, learners, tests, standards, and data, you will need to remove the Prosper assessment system 4, 3 (or 2) folder. Go to C:\Program Files and click the Prosper assessment system 4, 3 (or 2) folder. Right-click on the folder and select Delete.

Starting and Exiting Prosper assessment system

To start and exit Prosper assessment system software, do the following:

Starting Prosper assessment system software

There are two ways to launch Prosper assessment system software - from the desktop or from the Start button on the task bar.

1. From the desktop, double-click the Prosper assessment system icon; or, from the task bar, select Start | Programs | Prosper assessment system 5 and then click **Prosper assessment system 5**.

The Prosper assessment system software **Instructor Login** window is displayed.

You can either select your name from the drop-down list of available instructors or add yourself as a new instructor by clicking the **New** button. Upon successful login, the main Prosper assessment system window is displayed.

Exiting Prosper assessment system software

1. Select the File menu then click Exit or click the X in the upper right-hand corner of the main window.

NOTE: You can also log off Prosper assessment system software, which closes the main application and displays the login screen. To log off, select the File menu then click Logoff or click the Logoff button in the lower left corner of the main menu dialog box.

See Also

[After Installation](#)

After Installation

After you have installed Prosper assessment system software, we recommend that the administrator or instructor perform the following procedures:

1. Set the preferences for the scanner by selecting Tools | Scanner Setup from the menu bar.
2. Prior to implementation, the Software Administrator or Instructors with administration responsibility should set up software Preferences, Instructors, Directories, Terms, and import tests (Test Import) from the Software Administration dialog box (Tools | Software Administration).
3. From the Tools | Preferences | General menu, set up Data Collection preferences for TWAIN and OMR scanners and for response pads; Data Handling for data export; Display for answer keys; and Directories for templates and images.
4. From the Tools | Preferences | Reporting menu, set up proficiency grade percentages, grading scales, and learner representation.
5. Import or create a program.
6. Build a class list.
7. Create a test/assessment using your test generator and save it in TST, XML, TGN, Blackboard, or other compatible format.
8. Import the test.
9. If you are scanning: score, analyze, and prepare answer sheets.
10. Perform data collection and scoring via scanner or via Engage response pads.

11. Analyze and report test results.

See Also

[Starting and Exiting Prosper assessment system](#)

Logoff

The **Logoff** button (lower left-hand corner of the main dialog box) enables you to log off from Prosper assessment system software. You are returned to the **Instructor Login** screen where you can log in again, log in as a different instructor, add a new instructor, or exit Prosper assessment system software.

Trademark Acknowledgements

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The Learning Objectives Module

Introduction to the Learning Objectives Module

The Learning Objectives module enables you to:

- View or modify a set of learning objectives, including:
 - adding new learning objectives
 - importing (appending) learning objectives
- Create a new program
- Import a program
- Copy a program
- Delete a program

Learning objectives may be used interchangeably within this application or in your organization's common use as a program, learning standards, or curriculum.

To view the Learning Objectives Wizard, click the Learning Objectives button on your Prosper assessment system main screen.

NOTE: Unless otherwise stated, pressing the **Finish** button terminates the procedure you are currently in and returns you to the main menu enabling you to select another module.

See Also

[Viewing/Modifying an Existing Program](#)

[Creating a New Program](#)

[Importing a Program](#)

[Copying a Program](#)

[Deleting a Program](#)

Creating a New Program

To create a new program, do the following:

CAUTION: Only Software Administrators are allowed to create programs.

1. From the Learning Objectives Wizard screen, ensure that the Create new program button is selected (enabled).
2. Key in the name of the new program and click **Next**.
3. The Learning Objectives Wizard - [View/Modify Program Data] screen is displayed enabling you to create a new program.
4. Accept the defaults or update the following program information:
 - Name of the new program
 - Version of the new program
 - Publish date (defaults to the current date)
 - Program ID
5. Click the **Add** button.
6. **The Learning Objectives Wizard - [View/Modify Program Data]** dialog box is displayed enabling you to add learning objectives to the new program. Depending on the button selected, you can add same level objectives or sub-level objectives.

Example 1: Adding a sub-level objective.

Do the following:

- a. Click (enable) the Add sub-level objective option button.
- b. Key in the objective name in the Objective name: window.
- c. Key in an objective description in the Objective description: window.
- d. Click the **Add Objective** button.

Example 2: Adding a same level objective.

Do the following:

- a. Click the same-level objective that you want to add the new learning objective.
- b. Click (enable) the Add same-level objective button.
- c. Key in the objective name in the Objective name: window.
- d. Key in an objective description in the Objective description: window.
- e. Click the **Add Objective** button.
7. Repeat the steps above for each new learning objective to be added.
8. Once all objectives have been added, click **Finish** to save the changes.
9. Click **Finish** again to exit the Learning Objectives module

See Also

[Viewing/Modifying an Existing Program](#)

[Importing a Program](#)

[Copying a Program](#)

[Deleting a Program](#)

Importing a Program

To import a program from an existing file, do the following:

CAUTION: Only Software Administrators are allowed to import programs.

1. From the Learning Objectives Wizard screen, ensure that the Import program option button is selected.

Browse to the program location and select the program you want to import.

NOTE: Supported files include .zip, .xml, .mdb,.xls, and .jxss.

CAUTION: The file to be imported must be closed before you can import it.

2. Click the **Import** button.

The Learning Objectives Wizard - [View/Modify Program Data] screen is displayed enabling you to view the imported program.

The tree structure provides the following information:

- The top level is the name of the program.
- The next level is a description of the learning level.
- The learning objectives are bolded and listed in ascending order.

You can do one of the following:

- Once the program has been imported, click Finish to exit the procedure.
- If you want to make modifications to the program, click Add, make the desired changes, and then click Finish.

See Also[Viewing/Modifying an Existing Program](#)[Creating a New Program](#)[Copying a Program](#)[Deleting a Program](#)**Adding Missing Objectives to your Learning Objectives**

The **Learning Objectives Definition Wizard** is displayed if you import a test, in the Tests and Assessments module, that contains learning objectives that do not match existing objectives in Prosper assessment system:

- Imported learning objectives named differently from existing Prosper learning objectives can be renamed.
 - Imported learning objectives not present in Prosper can be inserted.
1. In the **Learning Objectives Definition Wizard Step 1** dialog box, select an objective in the **Undefined Test Objectives** list or type a new objective in the **Test objective name** area. Click **Next**.
 2. In the **Wizard Step 2** dialog box, the specified objective is displayed in the **Test objective name** area. This is the learning objective you are adding or importing. Select **Rename** or **Insert** in the **Objective Options** area.
 - Rename Selected Objective
 - Insert objective at the same level
 - Insert objective as a sub-level objective.

TIP: Click **Display full objective descriptions** to toggle between objective name and objective description.

3. Follow the **Renaming** or **Inserting** steps below.

Renaming a selected objective:

1. In Objective Options, click **Rename Selected Objective**.
2. In the learning objectives list, select an objective to rename. **Test objective name** contains the Original Objective Name, the name of the objective you are importing; **Program objective name** contains the Replacement Objective Name, the name of the objective you are renaming.
3. Click **Rename**. An Existing Correlations warning is displayed if the objective already has test items correlated to it.
4. Click **OK**. The selected learning objective is renamed.
5. Click **Next** if there are additional learning objectives to rename. Repeat the above steps for all existing learning objectives that need to be renamed.
6. Click **Finish** to complete the test import. The imported test is displayed in the Test Layout tree directory.

Inserting a learning objective:

1. In Objective Options, click **Insert objective at the same level** or **Insert objective as a sub-level objective**.
2. In the learning objectives list, select an objective as an insertion point.
3. Click **Insert**.
4. Repeat the above steps until all learning objectives have been inserted.

5. Once you've completed inserting learning objectives, click **Finish**.
6. The test is displayed with the questions listed in the Test Layout tree directory on the left.
7. To view question details, click on the desired question to display the question details on the right side of the dialog box.
8. Click **Finish** to return to exit the Tests & Assessments module.

See Also

[Importing a Test](#)

Viewing/Modifying an Existing Program

This section discusses how you can view/modify an existing program or add a new learning objective.

NOTE: A "program" can be loosely defined as a set of courses constituting an area of specialization, e.g., Texas Biology.

To view/modify an existing program, do the following:

1. From the Learning Objectives Wizard screen, ensure that the View/modify existing program button is selected (enabled).
2. Click **Next**.
3. The **Learning Objectives Wizard - [Step 2 (View/Modify Program)]** screen is displayed.
4. Highlight the program you wish to view (e.g., Texas Biology) and click the **Load** button. The **Learning Objectives Wizard - [View/Modify Program Data]** screen is displayed.
5. When you load a program, the contents of the hierarchy are displayed in the tree (the top level is the "program" node).
6. Select (click) the objective you want to modify. The screen on the right displays the objective name and the objective description. You also have the option to delete selected objectives by clicking the **Delete Objective** button.
7. Key in the modification. Once you've keyed in the change, note that the screen displays with the **Update** button enabled.
8. Click the **Update** button.

NOTE: You can view more detailed information by selecting the checkbox for Display full objective descriptions.

To move a learning objective:

To move a learning objective from one node in the program tree to another, click on (highlight) the learning objective you want to move and then drag and drop it in the target node.

The Learning Objectives Level dialog displays asking, What level would you like to move the specified objectives in relation to the target objectives? Choices include Same Level, Sub Level, and Cancel.

See Also

[Creating a New Program](#)

[Importing a Program](#)

[Copying a Program](#)

[Deleting a Program](#)

Importing (Appending) Learning Objectives to an Existing Program

To import learning objectives (e.g., new state standards) and append them to an existing program:

1. From the **Learning Objectives Wizard** window, ensure that the **View/modify existing program** option is selected.
2. Click **Next**. The **Learning Objectives Wizard - [Step 2 (View/Modify Program)]** window is displayed.
3. Select a program that you wish to append imported Learning Objectives to and click **Load**. The **Learning Objective List** for the selected program is displayed.
4. Click **Import**. The **Import Learning Objectives** dialog is displayed.
5. Select the file containing the Learning Objectives you want to import and click **Open**. The **Successful Import** dialog is displayed.
6. The imported learning objectives are appended to the end of the existing **Learning Objective List**.

After the import, objectives can be modified, if necessary.

7. Duplicate learning objectives will be highlighted in red and must be resolved by deleting the additional objective(s).

NOTE: Cumulative and comparative reports will not reflect standards associated with a test after it has been graded unless the records are re-graded in the **Data Collection & Scoring** module. The other reports will reflect the changes to the test.

Copying a Program

To copy a program, do the following:

CAUTION: Only Software Administrators are allowed to copy programs.

1. From the Learning Objectives Wizard screen, select the View/modify existing program button and click **Next**. The **Learning Objectives Wizard** screen dialog box is displayed enabling you to make a copy of the program.
2. Click (highlight) the program you want to copy.
3. Click the **Make Copy** button.
4. After the program is copied double-click on the name of the program that you copied. The screen displays the Program name, version, program publish date, and ID.
5. You can now rename the program. In the Program name box, enter the new name then click **Update**.
6. At this point you can begin adding learning objectives by clicking **Add**, or you can click **Finish** and add learning objectives later.

See Also

[Viewing/Modifying an Existing Program](#)
[Creating a New Program](#)
[Importing a Program](#)
[Deleting a Program](#)

Deactivating a Program (Standards)

1. From the **Learning Objectives Wizard** window, ensure that the **View/modify existing program** option is selected.
2. Click **Next**. The **Learning Objectives Wizard - [Step 2 (View/Modify Program)]** window is displayed.
3. Click on a cell in the **Active** column for the program you wish to deactivate. The options **Yes** and **No** appear in a drop-down list.
4. Select **No**.
5. Select the **Class Management** module.
6. Select the class that you previously deactivated.
7. Uncheck the deactivated objective.
8. Click **Update Class**.

NOTE: If the message "Operation cannot be completed. Please select another Program before continuing" appears, make sure at least one existing program is checked then click **Update Class**.

Deleting a Program

To delete a program, do the following:

NOTE: Only Software Administrators are allowed to delete programs.

1. From the Learning Objectives Wizard screen, select the **View/modify existing program** option and click **Next**. The **Learning Objectives Wizard** screen dialog box is displayed enabling you to delete a program.
2. Click (highlight) the program you want to delete and click the **Delete** button. **The Delete Program** dialog box is displayed.
3. Click **Yes** to delete the program.

NOTE: Backup copies of the deleted programs are stored in C:\Program Files\Prosper assessment system 4.

See Also

[Viewing/Modifying an Existing Program](#)

[Creating a New Program](#)

[Importing a Program](#)

[Copying a Program](#)

Deleting Objectives

If there are duplicate learning objectives, they will be listed in the tree structure in red text. One of them should be deleted.

1. Select the learning objective to be deleted. A window showing the objective to be deleted is displayed along with a **Delete Objective** button.
2. Click the **Delete Objective** button. The duplicate learning objective is deleted and the remaining learning objective is now displayed in black text.

NOTE: Use the same procedure to remove duplicate learning objectives for learning objectives that are added manually.

See Also

[Viewing/Modifying an Existing Program](#)

[Creating A New Program](#)

[Importing A Program](#)

[Copying A Program](#)

The Class Management Module

Introduction to the Class Management Module

The Class Management module enables you to manage instructors, classes, and learners so that you can process tests and run reports on those learners. The Class Management module consists of the following procedures:

- [Adding, modifying, or removing](#) instructors
- [Adding, modifying, or removing](#) classes
- [Adding, importing, modifying, removing, or transferring](#) learners
- [Creating additional demographic fields \(Using the Custom View Wizard\)](#)
- [Exporting class management data to another Prosper application](#)

Adding instructors, classes, and learners can be accomplished in two ways: they can be imported from an external source or added with the built-in wizard. Importing instructors, classes, and learners can only be accomplished by the Software Administrator. A third way to enter learners is to scan the learners in using the Prosper Standard Enrollment Form. You can manage instructors, classes, and learners using a regular instructor login. Once instructors are added to the software, they can start adding classes and learners.

Populating Class Management Data

There are four ways to populate class management data. You can:

- Add [classes](#) manually,
- Add [learners](#) manually,
- [Import](#) class management data, and
- [Add](#) learners using a standard enrollment form.

Adding Instructors

You will need to start adding instructors to make the software useful. Instructors can be added from the Instructor Login window.

1. Run the Prosper assessment system program.
2. When the Instructor Login window is displayed, click New to display the Add New Instructor dialog.
3. Enter the appropriate information for the new instructor. The Salutation, First name, and Last name fields are required. Password and Verify Password are optional.
4. Click the **Add** button.

If a password is used, when the **Add** button is clicked, fill in the information for Password Hint. Password Hint is used to enable users access to the software when they have forgotten their password. If the user answers the hint question successfully, the password will be blanked out and the user can select a new password.

The available hint questions are:

- What city were you born in?
- What is your mother's maiden name?
- What is your pet's name?

5. Click the **OK** button to continue.
6. Login with your new information.

See Also

[Populating Class Management Data](#)

Adding Classes Manually

To add classes, do the following:

1. Click the **Class Management** button on your Prosper assessment system main screen. The dialog box asks how you would like to populate class management data.
2. In the tree directory, click (highlight) the teacher who will teach the class.
3. Click the **Add class manually** button.
4. Click the **Add** button. The New Class dialog box is displayed.

Do the following:

 - Key in the name of the new class.
 - Check the Program box that the new class is associated with.
 - Optionally, indicate the Period and Room assignments.
5. Click the **Add Class** button. The class will be added to the tree directory under the teacher's name.

As soon as the class is added, the **Add learner manually**, **Import class management data**, and **Add learners using enrollment form** options become available so that you can proceed immediately to populating your new class with learners.

See Also

[Adding Learners Manually](#)
[Importing Class Management Data](#)
[Scanning Learner's Enrollment Form](#)

Adding Learners Manually

Once you have added classes you may begin adding learners to those classes. Learner information is broken into two sections: Required and Optional.

NOTE: Custom demographic information for a learner can also be added.

Required Information:

Required information for each learner includes:

- First name (maximum of 50 characters)
- Last name (maximum of 50 characters)
- Learner ID (maximum of 10 numeric digits)
- Learner's class

Optional Information:

Optional information can also be entered. It can be used in the Analysis & Reporting module of the software. The optional information can be used to run more specific reports based on optional criteria (e.g., comparing learners who receive a Free/Reduced lunch to those who do not receive Free/Reduced lunch).

Optional information for each learner includes:

- Gender
- Date of birth
- Grade level
- Race/Ethnicity
- Disabled
- LEP (Limited English Proficient)
- Migrant status
- Free/Reduced lunch
- Notes (not used in reporting)

To add learners from the Class Management module, do the following:

1. Click the **Class Management** module. The dialog box asks how you would like to populate class management data.
2. Click the **Add learner manually** option button.
3. In the tree directory, click (highlight) the class that the learner is to be added to.
4. Click the **Add** button.
5. The New Learner dialog box is displayed.
6. Once all required and optional information has been entered, click the **Add Learner** button.

See Also

[Adding Classes Manually](#)
[Importing Class Management Data](#)
[Scanning Learner's Enrollment Form](#)

Scanning Learner's Enrollment Form

Learner information can be scanned using the Prosper assessment system Standard Enrollment Form and a Scantron scanner (TWAIN scanners are not supported.). This form includes the learner's teacher's name and class name, the learner's last name, first name, grade level, gender, race/ethnicity, learner ID, date of birth and special status information (e.g., if disabled, limited English proficiency, etc.).

To scan in learner information, do the following:

NOTE: If you have just added a class manually, you can scan learner's enrollment forms immediately, starting at step 5.

1. From the Prosper assessment system menu bar, select Tools | Scanner Setup then select the appropriate Scantron Scanner. The **Scanner Configuration** dialog box is displayed.

2. Click on **Find Scanner**.
3. Verify that all values/settings are correct then click **OK**.
4. From the Instructor Database tree, select the class to which you want the learner(s) to be scanned.
5. Load the Standard Enrollment Form(s) into the scanner's input tray.
6. From the **Class Management** dialog box, do the following:
 - a. Click the Add learners using enrollment form: option.
 - b. Click the drop-down arrow and select the enrollment form (e.g., Scantron - Form 254135).
 - c. Click the **Scan** button.

As each form is scanned, the new learner is added to the Instructor Database tree for the selected class.

NOTE: Forms being scanned that have the same demographic data as existing learners will be ignored by Prosper assessment system software.

7. Once the scanner stops scanning, click on any learner listed in the Instructor Database tree directory for the selected class to view the account details.

See Also

[Importing Class Management Data](#)
[Adding Learners Manually](#)

Importing Class Management Data

CAUTION: For network installations, this task can only be performed during database maintenance. A maintenance schedule must be set up before importing. If the importing of class management data is not done within five minutes of the scheduled maintenance end time, the end time will be pushed out 20 minutes.

To import class management data, do the following:

1. Click the Class Management button on your Prosper assessment system main screen. The dialog box asks how you would like to populate class management data.
2. In the Instructor Database tree directory, click (highlight) the class where the data will be imported.
3. Click the Import class management data button.
4. Click the **Import** button. The Select learner import file... dialog box is displayed.
5. Navigate to the folder that contains the files, click the appropriate file, and click the **Open** button. Prosper assessment system software imports the class management data. Some import considerations:
 - **Duplicate Learners** - If duplicate learners are encountered, the Duplicate Learner dialog box is displayed.
 - **Instructor Limits** - Depending on your license agreement, network installations are for a maximum of 25, 50, or an unlimited number of active instructors. If you import a file containing instructors, instructors over the limit defined by your license agreement will be imported and marked as inactive. You can activate or inactivate instructors later, if necessary.
 - **Class Per Term Limits** - Depending on your license agreement, network installations are for a maximum of 250, 500, or an unlimited number of active

instructor classes per term. Classes associated with inactive instructors (even in the same term), are not counted towards the total.

6. Upon successful completion of the import process, the Class Management module is displayed. Verify that all learners have been imported by checking the Instructor Database directory tree. All learners should be listed under the specified class.

NOTE: If errors are encountered during the import process, Prosper assessment system software displays a warning screen asking if you would like to view the import log file. Click Yes to view the log; otherwise click No.

See Also

[Adding Learners Manually](#)
[Scanning Learner's Enrollment Form](#)
[Importing Instructor, Class, and Learner Information](#)
[Duplicate Learner](#)

Exporting Class Management Data

Prosper assessment system allows you to export class management data for use with Microsoft Access or another Prosper application.

Exporting Class Management Data to an Access File

1. From the Class Management module, select File | Export | Access Database. The **Database Export Wizard** dialog box is displayed.
NOTE: Experienced users who understand the interdependencies between tables, may select certain tables to export only certain class management data.
2. Make certain all the desired tables are selected then click **Export**. The **Export Database** dialog box is displayed.
3. Select the appropriate folder then enter a File name.
4. Click **Save** when finished. The program displays a message that the tables were exported successfully.

Exporting Class Management Data to Prosper Data

In the client server version of Prosper assessment system, system maintenance must be scheduled prior to exporting Class Management data to Prosper data. If system maintenance is not scheduled, an information message appears.

NOTE: The single license version of Prosper assessment system does not require system maintenance to be scheduled.

1. From the Class Management module toolbar, select File | Export | Prosper Data. **Step 1: (Optional) Select Specific Terms** dialog box is displayed.
NOTE: Make certain that Step 1: (Optional) Select Specific Terms option is selected before selecting the specific terms.
2. Select the term options you would like to export by selecting the appropriate check boxes then click **Next**. The **Step 2: (Optional) Select Specific Instructors** dialog box is displayed.
3. Select the **Step 2** option then the instructors you would like to export.
4. Click **Next**. The **Step 3: (Optional) Select Specific Classes** dialog box is displayed.
5. Select the **Step 3** option then the specific class data you would like to export.
6. Click **Next**. The **Step 4: (Optional) Select Specific Programs** dialog box is displayed.

7. Select the **Step 4** option then the specific test data to export.
8. Click **Next**. The **Step 5: Select Destination** dialog box is displayed.
9. Enter the appropriate **Export database destination** folder and file name; or browse to the appropriate folder, enter a file name and click **Save**.
10. From the **Step 5: Select Destination** dialog box, click **Export**. The **Export Database** window is displayed indicating the export was successful.
11. Click **OK** when finished.

Modifying Instructor Details

1. Click the **Software Administration** button. The Software Administration dialog box appears.
2. Click the **Instructors** tab. The Instructors tab displays a list of instructors and system information.
3. Select an instructor from the list then click **Edit**. The **Edit Profile** for the selected instructor appears.
4. Make the required changes then click **Update**.
 Note the following when updating instructor information:
 - If desired, enter a new password in the Password box and confirm that password in the Verify Password box. If an instructor forgets the password, enter a new password and inform the instructor.
 - If desired, enter a new password hint by clicking **Edit Hint**.
 - You must assign at least one security group to each instructor and administrator.
5. Click **Update** to apply the changes or click **Cancel** to discard any changes.

NOTE: You cannot modify or enter a new Instructor ID. Non-system generated Instructor IDs must be entered when you first add an instructor or administrator from the login window.

See Also

[Modifying Class Information](#)
[Modifying Learning Information](#)

Modifying Class Information

Use this procedure after adding or importing new learning objectives.

1. Select the class to modify from the Class Management, Instructor Database tree.
2. Modify the **Class name**, **Programs**, **Period**, or **Room** information.
3. Click **Update Class** to apply the changes; or click **Cancel** to discard any changes made.

The Update Class button does not appear until you actually change an item. If you click the Update Class button, the Cancel button is no longer displayed.

See Also

[Modifying Instructor Details](#)
[Modifying Learning Information](#)

Modifying Learner Information

1. Select the learner to modify from the Class Management, Instructor database tree.
2. Modify the **First name, Last name, Gender, Date of birth, Grade level, Race/Ethnicity, Disabled, LEP, Migrant status, Free/Reduced lunch, or Notes** information.
NOTE: The Learner ID and Learner's class cannot be changed. However, the Learner ID can be updated by the Software Administrator.
3. Click **Update Learner** to apply the changes; or, click **Cancel** to discard any changes made.
NOTE: If you click the **Update Learner** button, the **Cancel** button is no longer displayed.

See Also

[Modifying Instructor Details](#)
[Modifying Class Information](#)

Duplicate Learner

The **Duplicate Learner** dialog box enables you to take the following action:

- Overwrite the learner's information as it exists in the database.
NOTE: Applies only to the Software Administrator.
- Enroll the duplicate learner using the information as it already exists in the database.
- Ignore the import process for this learner and skip to the next learner.
- Cancel the import process without adding learners to the specified class.

NOTE: Check **Apply this selection . . .** to include all duplicate learners.

Removing Instructors, Learners, and Classes

Instructors, [classes](#), and [learners](#) can be removed from the software. An instructor cannot be removed until all classes associated with that instructor are removed.

NOTE: Once this information is deleted, it cannot be recovered.

Removing Instructors

An instructor cannot be removed until all classes associated with that instructor are removed.

CAUTION: Once this information is deleted, it cannot be recovered.

Instructors can only be removed by the [Software Administrator](#). (Contact your software administrator for more information.)

Deleting all classes associated with an instructor:

1. Make certain all learners have been removed from the classes you are deleting and then highlight the appropriate instructor.
2. From the Tools menu, select Class Management | Remove All | Classes. You will receive a warning that the operation cannot be undone.
3. Click **Yes** to continue.

NOTE: You cannot remove all classes unless there are no learners in those classes.

See Also

[Removing Classes](#)
[Removing Learners](#)

Removing Classes

Classes can be removed from both active and inactive instructors.

Deleting a class:

1. Select the class or classes you wish to delete.
2. Click the **Delete Class** button in the class details area, or select the **Edit** menu and then click **Delete**, or press the **Delete** key on the keyboard, or right-click the class and select **Delete**.

CAUTION: Delete Class cannot be undone.

3. Click **Yes** to delete the class or **No** to keep the class.

Deleting all classes associated with an instructor:

1. Select an instructor.
2. Select Tools from the main menu, select Class Management | Remove All | Classes.

CAUTION: Remove All Classes cannot be undone.

3. Click the **Yes** button to continue.

See Also

[Removing Learners](#)
[Removing Instructors](#)

Removing Learners

Learners can be removed from classes associated with both active and inactive instructors.

Deleting a learner:

1. Select the learner or learners you wish to remove from the directory tree. You may select multiple learners by holding down the **CTRL** or **SHIFT** key while clicking the learners to be deleted with the left mouse button.

If there's one learner to be deleted, right-click the learner and select **Delete**. If there are multiple learners to be deleted, hold the CTRL key down and right-click the learners and select **Delete**; or, you can select the **Edit** menu and then click **Delete**.

You can also delete a learner by opening the **Learner Account Details** dialog box and clicking the **Delete Learner** button.

Deleting all learners associated with a class:

1. Select the class containing the learners you wish to delete.
2. From the **Tools** menu, select **Class Management|Remove All|Learners**. You will receive a warning that the operation cannot be undone.

3. Click **Yes** button to continue.
4. Once you have deleted the learners in a class you can delete the class.

See Also

[Removing Classes](#)

[Removing Instructors](#)

Moving Learners

Prosper assessment system allows for three different options when moving learners between classes: copying, drag/drop, and transferring. Copying and using Drag/Drop to copy a learner simply copies that learner from one class to another. It does not remove the learner from the original class, nor does it carry over any test data that have already been collected for that learner. Transferring a learner from one class to another removes the learner from the original class and places the learner in the selected class. It also transfers any test data that have been collected along with the learner information to the new class.

Copying a learner:

1. Select the learner(s) you wish to copy.
 - NOTE:** You may copy multiple learners by holding down the SHIFT or CTRL key while selecting the learners to be copied.
2. Right-click the learner with the mouse and choose **Copy**, or press **CTRL+C**, or select the **Edit** menu and then click **Copy**.
3. Select the class in which you would like the learner to be copied.
4. Right-click the class with the mouse and select **Paste**, or press **CTRL+V**, or select the **Edit** menu and then click **Paste**. You will receive a confirmation notice that the learner was successfully copied.
5. Click the **OK** button to continue.

- NOTE:** Once a learner is copied, any changes made to the learner will be updated in all classes in which the learner resides.

Dragging and dropping a learner:

1. Select the learner(s) you wish to copy by dragging and dropping.
 - NOTE:** You may copy multiple learners by holding down the SHIFT or CTRL key while selecting the learners to be dragged and dropped.
2. While holding down the left mouse button, drag the learner to the class in which you would like the learner copied.
3. Release the mouse button. You will receive a notice asking if you wish to copy the learner to the selected class.
4. Click the **Yes** button to continue.
5. You will receive a confirmation notice that the learner was successfully copied.
6. Click **OK** to continue.

- NOTE:** Once a learner is copied (dragged and dropped), any changes made to the learner will be updated in all classes in which the learner resides.

Transferring a learner:

1. From the Instructor Database tree, select the learner(s) you wish to transfer.
 - NOTE:** You may transfer multiple learners by holding down the SHIFT or CTRL key while selecting the learners to be transferred.
2. Right-click on the learner (or hold the SHIFT or CTRL key down and right-click for multiple learners) and click **Transfer To Class**. The **Transfer Learner(s)** dialog box is displayed.
 - NOTE:** For large databases there may be a several second delay.
3. Click the drop-down arrow to display the available classes and select the target class. Select the Display classes from current term only check box if you want to display only the current term.
4. Click **Transfer**. You will receive a confirmation notice that the learner(s) was successfully transferred.
5. Click **OK** to continue.

Custom Information

Custom information can be viewed and created using the **Custom Views Wizard** dialog box. This dialog box enables you to view up to 16 additional learner demographic fields. Custom information will also be available for use in the Analysis and Reporting module.

NOTE: The User Defined Fields folder is only available to the Software Administrator. Instructors can create, modify, and view using the Software Administrator-defined fields but only the Software Administrator can define fields.

1. Make certain that you're in the Class Management module.
2. From the Prosper assessment system menu bar, click Tools | Class Management and then click Custom View Wizard.
3. The **Custom View Wizard** dialog box is displayed with two folders: a User Defined Fields folder and a Custom Views folder.
4. The left side of the User Defined Fields folder displays Field List And Properties and the right side displays Field Properties.
5. Click **New Field**. The **Custom Views Wizard** dialog box is displayed enabling you to enter up to 16 additional learner demographic fields and create as many custom views as needed.
6. Add the following information:
 - In the Caption window, as an example, key in "Impairment."
 - In the Type window, click the drop-down arrow and select either 0 - Text box for entering textual information or select 1-Drop-Down List for choosing from a list of items.
 - In the New list Item: window, key in the choices that can be made under the Impairment caption. As an example, key in Hearing, Sight, Speech, and Prosthetic Limbs.

To add the item to the List Item window, do one of the following:

- Click the Plus (+) key after entering each item; or
- Press the Enter key.

NOTE: Pressing the Enter key is quicker as it requires fewer key strokes.

7. Once you click the Save button, the Name field under Field List and Properties displays the new name; in this case the name is Impairment.

8. From the **Custom Views Wizard** dialog box, click the Custom Views folder. The Custom Views folder is displayed.
9. Do the following:
 - a. Click the Create View button.
 - b. Key in a unique name for this custom display.
10. Click the **Create** button. The Custom View's Displayed Fields window displays, "as active," any User Field defined (e.g., User Field 1 (User1)). You can also uncheck any User Field which you don't need.

Do the following:

- a. Click the checkbox to Append custom view to No Child Left Behind demographics section.
NOTE: If you are not using No Child Left Behind, leave the checkbox unchecked.
- b. Click **OK**.

After the new view has been created, do the following:

1. From the tree directory, select a class. With the class highlighted, go to the menu bar and select Class Management | Current Class' View | <NEW VIEW>.
2. Click the **Add** button to display the **New Learner** dialog box.
3. Select the button for Learner if it is not already selected.
4. Enter the **First name**.
5. Enter the **Last name**.
6. Enter the **Learner ID** (up to 10 digits only).
NOTE: If exporting to Grade Busters, you must use a 3-digit Learner ID.
7. Select the learner's class from the Learner's class drop-down list.
8. If you have any optional or custom fields, enter the appropriate information.
9. Click the **Add Learner** button to continue.
10. Repeat the above steps to add learners if desired.
11. Click the **Finish** button when all learners have been added.

The Tests & Assessments Module

Introduction to the Tests & Assessments Module

The Tests & Assessments module of Prosper assessment system software enables you to manage the tests you are administering to your learners and the standards that are associated with those tests. For best results, we recommend that you create or modify your tests within the TestGen or ExamView test generator software. In addition, you can also import from Remark Classic OMR® (i.e. Template files). For these tests, you may modify the standard correlations assigned. You may also import new TestGen ExamView tests.

The Tests Assessments module consists of the following steps:

1. Select a program.
2. Perform the following functions:
 - [Import a test.](#)
 - [Edit a test.](#)
 - [Create a test answer key.](#)

Before performing these steps, make sure you have entered the Tests Assessments module of the software by clicking the **Tests & Assessments** button on your **Prosper assessment system** main screen.

NOTE: Changes and modifications made within Prosper assessment system software to a test answer key are not available outside of Prosper assessment system software. For changes and modifications on tests (or tests to be shared with other users), we recommend that you make the changes and modifications using TestGen or ExamView test generator.

Importing a Test

If you have TestGen, ExamView, Prentice Hall Scoring Software, or Prosper assessment system tests that you would like to use, you can import them via the Import test function.

- **TestGen** -
 - You can import TestGen .tgn files. When exporting from TestGen, you can include one objective.
- **ExamView** -
 - You can import ExamView .tst files (recommended) if you already have ExamView 5 or 6 installed on your system.
 - If ExamView is not installed on your system, you can import ExamView 4-6 .xml files. Prescriptions and standards import into Prosper.
 - You can import Blackboard 5-6 formats (.zip) from ExamView. When exporting Blackboard formats from ExamView, the Pool Name becomes the Prosper test name. Standards and Prescriptions do not import into Prosper.
- **Prentice Hall Scoring Software** - You can import Prentice Hall Scoring Software .xml files.
- **Prosper assessment system** - You can transfer tests from other Prosper assessment system installations using the .rdd format.
- **Remark Classic OMR** - You can import Remark Classic OMR Grade Wizard .aky files.

These products support local, state, and national standards. To run useful reports on your tests, they need to be correlated to the standards in the standards hierarchy. You can correlate

questions within Prosper assessment system software. You can correlate questions within TestGen or ExamView if that is the test generation software you are using.

NOTE: ExamView Test Import Settings for Learning Objectives and for State, Local, and National Standards can be set in the Software Administration dialog box, Test Import area.

Tests With Multiple Choice Questions

Importing a test with multiple choice questions (multiple choice, multiple response, True/False, Yes/No) is available with Prosper assessment system. After import, they appear as "Q" questions in the Tests & Assessments Test Layout directory tree.

NOTE: When you view a test imported from ExamView or TestGen, the schema (e.g., ABCDE, 12345, True/False, Yes/No) for any multiple choice question you select will match what was originally defined in the test generation software. The Schema shown in the Available Tests list differs: It will be alpha (e.g., ABCDE), indicating the maximum number of answers for any question in the test.

Tests With Multiple Versions

Importing a test with multiple versions is available from ExamView. The number of versions is identified in the Tests & Assessments Wizard View of Available Tests.

Tests With Subjective Questions

Importing a test with non-multiple choice questions is available with Prosper assessment system. When importing such tests, you will be prompted to import them as subjective questions. After import, the subjective questions appear as "S" questions in the Tests & Assessments Test Layout directory tree, after the multiple choice "Q" questions.

Tests for Use with SelfScore Scanners

If you import a test for use with a SelfScore scanner:

- The test schema for all questions must be ABCDE to exactly match the SelfScore answer sheet schema.
- Subjective questions are not allowed.

Test Question and Answer Choice Length

Importing Tests into Prosper

There is a limit to the length of test questions and answer choices that can be imported into Prosper assessment system software:

- **Test questions** - 4000 characters per question.
- **Test answer choices** - 255 characters per answer choice.

Use of special characters or symbols such as € (Euro) or £ (Pound) will reduce the character limit slightly.

CAUTION: Text over the limit will be truncated without warning.

Importing Tests for Use with Response Pads

There is a limit to the combined length of test question and test answer choices text that can be sent from Prosper assessment system software to a response pad:

- **Combined test question and answer choices** - Approximately 600 characters per test question.

Importing a test:

1. Click the **Tests & Assessments** button to display the Tests & Assessments Wizard.
2. In **Step 1 - Please select a program...**, click the **arrow** button to display the available programs and then select a program. Click the **Next** button to continue.
3. In **Step 2 - Select what you would like to do**,
 - a. Click the **Import test** button.
 - b. In Test location: click the **Ellipsis** button to open the Select Test File... dialog box.
 - c. Select the test you want to import and then click the **Open** button. The path to your test is displayed in Test location:
 - d. Click the **Import** button. If the test imports directly, go to step 4, below.

If a message or warning is displayed, click the appropriate link for additional information:

 - [Duplicate Test Name](#)
 - [Learning Objective Correlations](#)
 - [Unsupported Questions](#)
4. After your test import is complete, the View tests and assessments window is displayed. You can perform a variety of other tasks, including:
 - Scan an answer key for your test.
 - Add multiple choice test questions to your test.
 - Add subjective questions to your test.
 - Click on a test question in the Test Layout directory tree to view details such as Answer scale type, Correct answer text, and Learning objectives.

Import Test Informational and Warning Messages

Duplicate Test Name

If a test with that name already exists:

- Click **OK** - The test is imported as a copy
- Click **Cancel** - The test import is canceled

Learning Objective Correlations Warning

When importing a test, a **Learning Objective Correlations** message may be displayed, warning of objectives that are not correlated.

- Click **Yes** - The **Learning Objectives Definition Wizard** dialog box is displayed. This wizard leads you through the steps required to add the missing objectives to your Learning Objectives hierarchy. This will provide the information required for complete reporting functionality on all correlated test items.
- Click **No** - Your test is displayed. The learning objectives will be listed and single test standards reports will be available. However, cumulative, comparative, and multiple test standards reports will not be available for those objectives that were not correlated.
- Click **Cancel** - Stop the operation and select another test for import.

Unsupported Questions

If you import a test that contains non-multiple choice questions (short answer, essay, matching, etc.), you will be prompted to import them as subjective questions. The questions are imported as "S" questions at the end of the test.

- Click the check box next to each subjective question you want to import and click OK.

If you choose to import some questions and not others, an **Invalid Question Type(s)** confirmation message is displayed, indicating that the unsupported questions will be removed by the software.

- After import, the Test Layout tree directory will contain multiple choice questions labeled Q1:, Q2:, etc. and subjective questions labeled S1:, S2:, etc.

See Also

[Editing Tests](#)

[Creating Test Answer Keys](#)

[Viewing Tests and Assessments](#)

[Importing ExamView Tests with Learning Objectives Defined](#)

[Importing a Remark Classic OMR File with Multiple Test Versions](#)

[Adding Subjective Questions](#)

[Adding Missing Objectives to your Learning Objectives](#)

[SelfScore](#)

Multiple Test Versions

Prosper assessment system software supports scanning of multiple test versions when the test answer key originates from [ExamView](#) or [Remark Classic OMR](#). This feature enables you to distribute multiple versions of the same test to a class to reduce the possibility of a learner seeing another learner's responses.

See Also

[Scanning Multiple Versions of a Test](#)

Importing an ExamView Test with Multiple Versions

In Exam View:

1. Create the first version of the test (Version A) and save as a .tst file.
2. Scramble the questions.
NOTE: You cannot scramble the answer choices when scanning multiple test versions.
3. Save the new version of the test as a .tst file.
4. Repeat steps 1-3 for each version (you may create as many versions as are supported on the form you will be using for scanning).

In Prosper assessment system software:

1. From the Tests & Assessments module, select the Program in which you would like to import the ExamView test.
2. Click **Next**. The Step 2: Select what you would like to do dialog box appears.
3. Select the Import test option.
4. Click the ellipse (...) to locate the ExamView test to import.
5. In the Select Test File window, locate the appropriate .tst or .xml file representing version A of the test then click **Open**.
6. Click **Import** to import the test. The test will load.
7. Click **Finish** to return to the main window of the Tests & Assessments module.
8. Click **Next**.
9. Select View/Modify test.
10. In the Available Tests box, select the file that you imported previously then click **Add Version**.
11. In the Select Test File window, locate the ExamView test file representing the next version you wish to use.
12. Click **Open**. You will receive a message that the test version was added successfully.
13. Repeat the previous steps to import any further versions of the test.

See Also

[Scanning Multiple Versions of a Test](#)
[Importing a Test](#)

Importing a Remark Classic OMR File with Multiple Test Versions

1. In Remark Classic OMR, create and export a Grade Wizard template representing the test answer key. For multiple test versions, ensure that you have entered the multiple test information into the Grade Wizard.
2. From the Tests & Assessments module in Prosper assessment system software, select the Program in which you would like to import the Remark Classic OMR Grade Wizard file.
3. Click **Next**.
4. Select the option button for Import test.
5. Click the ellipsis (...) button to locate the Grade Wizard file to import.
6. In the Select Test File window, locate the appropriate .template file then click **Open**.
7. Click **Import** to import the answer key.
8. When viewing tests with multiple versions in the Available Tests window, you will see how many versions exist in the software. When loading the test, you will only see the original version that was imported.

See Also

[Scanning Multiple Versions of a Test](#)
[Importing a Test](#)

Scanning Multiple Versions of a Test

1. In the Data Collection & Scoring module, select the class for Data Collection & Scoring from the **Class** drop-down list then click **Next**. The **Step 2: Which test would you like to use for data collection & scoring** dialog box appears.
2. Select the test with multiple versions from the drop-down list then click **Next**. Step 3 of Data Collection & Scoring dialog box appears.
3. In the test grid you will see a version field. When scanning, this field will be populated with the test version ID from the form.

The form you use for scanning must have a field to accommodate the version. Each test that is scanned should have the appropriate mark filled in, representing the test version given. Only forms having a test version ID field will display in the list of available forms.

4. Select the appropriate form.
5. Scan the forms in any order and Prosper assessment system software will properly record the data.

NOTE: When scanning answer sheets with multiple versions, the displayed answer key will be Version A.

6. Reports that display item numbers will be based on the original order. Reports such as the Learner Test Report will show the answers in the actual order on the paper test.

See Also

[Importing an ExamView Test with Multiple Versions](#)

[Importing a Remark Classic OMR File with Multiple Test Versions](#)

[Importing a Test](#)

Viewing Tests & Assessments

This section describes how to add multiple choice and subjective questions, and how to scan an answer key. To perform these functions, do the following:

1. From the Prosper assessment system main window, select the Tests & Assessments module. The Prosper assessment system dialog box displays the Tests & Assessments Wizard - [Step 1 (Select Program)] window.
2. Use the drop-down arrow to select the program you wish to view then click Next. The [Step 2 (Select Option)] window is displayed.
3. Select View/modify test. A list of Available Tests displays.
4. Select the appropriate test from the Available Tests listing.
5. Click the Load button. The View tests and assessments window displays along with each question in the test.

See Also

[Adding Multiple Choice Questions](#)

[Adding Subjective Questions](#)

[Scanning Answer Keys](#)

[Multiple Test Versions](#)

Creating Test Answer Keys

We recommend that you create tests in TestGen or Exam View test generation software and import them to Prosper assessment system software. If this isn't possible, do the following:

To create tests, click the **Tests & Assessments** button and navigate to the Prosper assessment system screen: **Step 2: Select what you would like to do.**

1. Click the **Create test key** button.
2. Key in the Test title.
3. Use the up/down arrows to select the maximum number of answer choices.
4. Use the drop-down arrow to display the options for the Schema: to be used.
5. Add a description of the test in the Description: window.
6. Add any additional notes/comments in the Notes section.
7. Click the **Create** button. The software adds the name of the test associated with the answer key.

See Also

[Importing a Test](#)

[Editing Tests](#)

[Viewing Tests and Assessments](#)

Adding Multiple Choice Questions

After loading a test, the **View tests and assessments** dialog box allows you to add multiple choice items to a test.

To add multiple choice items to a test, do the following:

- CAUTION:** You must make a copy of an imported test before adding multiple choice questions.
1. From the **View test and assessments** dialog box, select **Add multiple choice questions**.
 2. Complete the basic test information: **Test title**, **Description**, and **Notes**. Click on **Update Test**.
 3. Select an existing question on the Test Layout tree directory to identify where you want the question you are adding to be positioned below.
 4. Click **Add**. The **View tests and assessments** dialog box displays an area for entering a test question.
 5. In **Question text**, enter your question.
 6. In **Prescription**, enter a contextual reference to the question.
 7. In **Answer scale type**, click the drop-down arrow to display the question types, then select **Multiple Choice**.
 8. In **Number of choices**, click the up/down arrows to assign the number of choices (e.g., 4).

CAUTION: If you are scanning, be sure to be compatible with the schema used on the scanning form you will be using (e.g., ABCDE, ABCD, ABCD FGHI, etc.).
 9. In **Correct points**, click the up/down arrows to assign a point value (e.g., 1). This option allows weighted scoring. Reports will indicate total points correct divided by the total points available.

10. In **Correct answer(s)**, click the correct answer(s). If there are multiple correct answers, you must select one of the following from the drop-down list:

- Must select all correct answers
- Must select one correct answer

Enter the **answer text** for each choice to the right of the correct answer check box. Click on the default text (e.g., A) and enter your answer text. If you are using response pads for data collection, this is the multiple choice answer text that will be displayed to the pad user.

11. In **Learning objectives**, select the learning objective(s) with which this question is associated, then click **Add**. The learning objective is added to the **Question correlates to** list, which identifies the objective(s) to which the question is related. (To remove a correlated objective, highlight the objective in **Question correlates to** and click Remove.)

TIP: Click **Display full objective descriptions** to toggle between objective name and objective description.

12. Once you have completed filling in the appropriate information, click **Add Question**. Your new multiple choice question is added to the list of questions shown in the Test Layout tree directory (left column).

See Also

[Adding Subjective Questions](#)
[Scanning Answer Keys](#)
[Multiple Test Versions](#)
[Editing Tests](#)

Adding Subjective Questions

To add subjective questions, launch the **Prosper assessment system** dialog box **View Tests & Assessments** options.

To add a subjective question to an existing test, do the following:

NOTE: For tests created in Prosper assessment system, we recommend that you make a copy of the test before adding subjective questions. For imported tests, you are required to make a copy of the test before adding subjective questions.

1. Subjective questions are added to the end of an existing test.
2. Click the **Add subjective questions** button.
3. In the **Question text:** window, key in your question.
4. In the **Prescription:** window, key in a contextual reference to the question.
5. In the **Max subjective points:** window, click the up/down arrows to assign the weight of the question (e.g., 5.00).
6. In the **Learning objectives:** window, add the learning objective(s) this question is associated with.
Selected Learning objectives are displayed in the **Question correlates to:** area. They can be selected and Removed from there, if necessary.
7. Once you have completed filling in the appropriate information, click the **Add Question** button.

Scoring Subjective Questions

Scores for subjective questions can be scanned via selected answer sheets or they can be entered manually. See the Scanning Performance Assessment Scores and Manually Entering Data Help topics for information.

NOTE: Tests containing subjective questions cannot be used with response pads.

See Also

[Scanning Performance Assessment Scores](#)
[Manually Entering Data](#)
[Adding Multiple Choice Questions](#)
[Scanning Answer Keys](#)
[Multiple Test Versions](#)

Scanning Answer Keys

To scan answer keys, launch the **Prosper assessment system** dialog box **View Tests and Assessments** options.

CAUTION: The Scan answer key function is only available in association with the Create test key option. It is not required when imported because the correct answer is captured on import. You can select Tools | Preferences | General and then the Display folder. The first option in the Display folder enables you to select the Display the answer key option. Then, whenever scanned, the answer key is displayed in the first row of the data collection display window.

To scan the answer keys, do the following:

1. Make certain scanner setup is correct for your scanner.
 2. From Step 2 of the Tests & Assessments Wizard, select the **Create Test Key** option.
 3. Complete the required information then click **Create**. The program displays View Tests and Assessments dialog box.
 4. Select the **Scan answer key** option button.
 5. Click the drop-down arrow to display the list of available forms (based upon the scanner and schema selected for the test).
 6. Select the answer key that you want to scan.
 7. Click **Scan**.
 8. Once the scanning process is completed, the questions are added to the tree directory.
 9. Once the questions are added to the tree directory, an End Scan button is enabled and the Finish button is disabled.
 10. Click **End Scan**. The Finish button is enabled.
- NOTE:** Not all scanners will display the **End Scan** button. In these cases, the scanner automatically stops scanning and you would then click the **Finish** button.
11. Click **Finish**.

See Also

[Adding Multiple Choice Questions](#)
[Adding Subjective Questions](#)

Editing Tests

To edit tests, do the following:

1. From the **Prosper assessment system** main screen, click the **Tests & Assessments** button.
2. The Prosper assessment system dialog box displays the Tests & Assessments Wizard - [Step 1 (Select Program)] window.

Do the following:

- a. Use the drop-down arrow and select the program you wish to edit.
- b. Click **Next**.
3. The Prosper assessment system dialog box displays the Tests & Assessments Wizard - [Step 2 (Select Option)] window

Do the following:

- a. Click (enable) the View/modify test option button.
- b. Select the test you want to edit from the Available Tests list.
- c. Click Load. The Prosper assessment system dialog box displays the questions on the test.

Do the following:

- a. Click the question you want to edit (e.g., Q2:). The question information is displayed on the right side of the dialog box.
- b. You can edit the selected question or you can add a new question.

CAUTION: If you want to modify a test that came from TestGen or Exam View or if data exists for the test's software, the program first asks that you save a copy of the test and then allows you to make modifications in the Question text, the Answer scale type, Number of choices, Correct points, and the Correct answer(s) areas.

4. Click Update Question.
5. Click the **Finish** button to save your changes.

See Also

[Importing a Test](#)

[Creating Test Answer Keys](#)

[Viewing Tests and Assessments](#)

SelfScore

SelfScore provides a method of scoring a test as it is scanned. The responses and score are printed directly on each test as it is scanned. If you have an OpScan scanner that supports the SelfScore feature, you may use SelfScore within Prosper assessment system software. You must have the SelfScore cartridge inserted in the OpScan scanner before using SelfScore. The SelfScore option may only be used with tests that allow a single correct answer and a single version. Also, all items on the test must have the same number of answer choices.

The limitations for tests created or imported for SelfScore scanners include:

- Test schema and answer sheet schema must match exactly for all questions: ABCDE.
- Subjective questions are not allowed. The Performance Assessment - Points Earned grid is not scanned when the scanner is in SelfScore mode.

To turn on SelfScore:

1. Select Tools | Preferences | Scantron Scanner.
2. After selecting your scanner, mark the check box for Use SelfScore.
3. Click the **OK** button.

To use SelfScore:

1. In the Data Collection & Scoring module, select the class and test to scan.
2. Select the Answer Sheet to use for your test. Answer sheets that support SelfScore, the number of answer choices in your test, and the schema of the selected test will be displayed.
3. Click the **Scan** button to scan the forms.
4. The following directions will be displayed. You may print these directions for future use. The directions will always display when scanning in SelfScore mode unless you mark the checkbox for Do not show this message again.

Scoring Sheets with SelfScore:

The scanner prompt should read Perform Test Scoring.

1. Select Perform Test Scoring on the scanner to initiate SelfScore. Once all sheets have been scored, the scanner displays the following message: Press Quit to Terminate the Batch. (You may need to respond to additional prompts.)
2. Click **Quit** on the scanner to end SelfScore.
3. Click the **End Scan** button in the software to complete the process.

Communications Failure

In the event of a communications error, the scanner will display the following message: Processing Sheet.

1. Click **Quit** to terminate the batch.
 - **NOTE:** You may need to respond to additional prompts.
2. If still displayed, click the **End Scan** button.

When scanning tests with SelfScore, the first test scanned must be the answer key. Once scanned, the answer key will be compared with the answer key specified in the Tests & Assessments module. If the keys do not match, an error message will be displayed and

the test will not be scanned. If the answer keys match, the software will begin scanning the tests.

CAUTION: Data cannot be modified during scanning with SelfScore; there is no Review Exceptions mode. If blank or multiple responses are encountered, they will be marked as incorrect.

Data collected while using SelfScore will be stored just like any other data and may be reported on in the Reporting module.

CAUTION: We recommend that you not alter any data collected during SelfScore scanning, as it will not match what is printed on the actual test. If you need to rescan/regrade a test, you should scan it again using the SelfScore regrade options.

For more information on the OpScan SelfScore functionality, please consult your OpScan Scanner Operator's manual.

See Also

[Standard Forms](#)
[Scanning Tests](#)

The Answer Sheets Module

Introduction to the Answer Sheets Module

The Answer Sheets module enables you to select a form from a list of supported forms based on the options purchased.

The Answer Sheets module includes the following procedures:

- Personalization of answer sheets
- Preparation of answer sheets for scanning

To view the Answer Sheets Wizard, click the Answer Sheets button on your Prosper assessment system main screen.

NOTE: If the Answer sheet path is invalid, scanning is disabled.

See Also

[OMR Forms](#)

[Printing and Personalizing Plain Paper Forms](#)

[Printer Setup for Custom Size Forms](#)

OMR Forms

For standard OMR forms, select the OMR answer sheet and the target class and learners you want to preprint and personalize (i.e., preprint and personalize learner names and ID numbers in the appropriate field).

(Personalizing is the process of marking OMR response grids (i.e., the learner ID) on a form with a laser printer. The personalized marks are black so that the scanner can read them. This process saves time and improves form processing accuracy.)

1. To view the Answer Sheets Wizard, click the **Answer Sheets** button on your Prosper assessment system main window.
2. Click the down arrow to select the appropriate form.
3. Select the Personalize answer sheet option. The **Finish** and **Next** buttons are enabled.
4. Click **Next**. The program displays Step 2 that enables you to select the class and learners that you want to personalize.
5. Do the following:
 - Use the drop-down arrow to select the **Class name**.
 - Select the learner(s) you want to personalize by using the appropriate button or by checking and unchecking the box to the left of the student's name.
6. Click **Print**. The Merge Printing dialog box is displayed.
7. To select all learners (records) click the All button; or, you can select a range of learners (records).
8. Click **Print**. The Print dialog box is displayed.
9. Do one of the following:
 - Click **OK** to print the form. By clicking **OK**, Prosper assessment system software prints and personalizes the selected forms.
 - Click **Printer Alignment** to display the **Printer Alignment** dialog box. Performing alignment adjustments may or may not be required. Once alignment is acceptable,

click **OK** to print the form. (You may need to repeat this step until alignment is acceptable.)

10. Once you've completed printing and personalizing forms, from the Merge Printing dialog box, click Cancel.
11. From the Print/Personalize Answer Sheets Wizard, click Finish to exit.

See Also

[Plain Paper Forms for TWAIN Scanners](#)
[Printer Setup for Custom Size Forms](#)

Printing and Personalizing Plain Paper Forms

If a plain paper form is selected, you can:

- Select the form you want to print and personalize it.
- Launch the Alignment Utility.
- Print a test answer sheet (for each learner) that contains the preprinted learner name and the learner ID in bar code format.

NOTE: You cannot print the learner ID in personalized OMR format.

One of three possibilities exists for recognizing learner IDs on image forms:

- If a learner bar code exists on the form and is recognized as a learner in the class, it is used as the learner ID.
- If the bar code is not recognized as a learner, the bar code is ignored. If the ID grid contains a valid learner, the ID grid is used.
- If neither the bar code nor the ID grid are recognized, the unrecognized learner procedure is initiated. Follow the prompts.

Do the following:

1. From the Print/Personalize Wizard, select an image form (e.g., Scantron - Form 262152) from the drop-down list.
2. Select the Personalize answer sheet option button then click Next.
The Step 2: Select the class and learners to use for personalization is displayed.
 - a. Click the drop-down arrow and select the appropriate Class name.
 - b. Select the learner or all learners whose test answer sheet(s) you want to personalize.
 - c. Click **Print**. The **Print Alignment** verification message is displayed.
 - d. Click **OK**. The **Merge Printing** dialog box is displayed.
 - e. Ensure that you select the **Print Form Template** check box so that the form itself is printed.

NOTE: The Print Form Template check box is not displayed for OMR forms.

To select all learners (records) select the All option button; or, you can select a range of learners (records).

3. Click **Print**. The Print dialog box is displayed.
4. Do one of the following:
 - Click **OK** to print the form.

- Click **Printer Alignment** to display the **Printer Alignment** dialog box. Performing alignment adjustments may or may not be required. Once alignment is acceptable, click **OK** to print the form.

NOTE: You may need to repeat this step until alignment is acceptable.

By clicking OK, Prosper assessment system software prints and personalizes the selected forms.

5. Once you've completed printing and personalizing forms, from the **Merge Printing** dialog box, click **Cancel**.
6. From the **Print/Personalize Answer Sheets Wizard**, click **Finish** to exit.

See Also

[OMR Forms](#)

Printer Setup for Custom Size Forms

When using MergeClient to handle non-standard, pre-printed, personalized forms (e.g., 8.5" x 5.5" forms), your printer must provide the Custom Size option. See dialog box below. For non-standard size forms, refer to your printer manual for directions on how to setup your printer.

NOTE: If you're printing standard 8.5" x 11" forms, your printer does not need to support the Custom Size option.

The Data Collection & Scoring Module

Introduction to the Data Collection & Scoring Module

The Data Collection & Scoring module enables you to process learners' tests that are available in the software. Once you have collected test data you may use the Analysis & Reporting module to report on the data and/or you may export the data to an external program.

The Data Collection & Scoring module consists of the following procedures:

- Scanner Configuration
- Selecting a class
- Selecting a test
- [Scanning Tests](#)
- [Correcting exception cases](#)
- [Using Response Pads for Testing](#)
- [Entering data for learners manually \(alternatively\)](#)
- [Exporting test data if desired](#)

Before performing the following steps, make sure you have entered the Data Collection & Scoring module of the software by clicking the Data Collection & Scoring button on your Prosper assessment system main screen.

See Also

[Supported Scanners](#)

[About Prosper assessment system and Engage Response Pads](#)

Scanning Tests

Once the scanner has been connected to the computer and the appropriate scanner and properties have been selected, you may begin scanning tests.

NOTE: You must have instructors, classes, and learners entered in the Class Management module in order to scan tests.

Scanning Tests Using OpScan iNSIGHT 2 and iNSIGHT 4 Scanners

Before you begin, make sure your scanner is configured properly. If necessary, refer to Scanner Configuration.

1. From Step 1 of the Data Collection & Scoring Wizard, select the class and program you would like to scan.
2. Click **Next** to continue. The **Step 2** dialog box displays.
3. From the drop-down list, select the test you would like to scan.

You will see a spreadsheet with the learners in the class, the number of questions on the test (e.g., Q1 through Q15), the correct answer for each question, and the average score per question. The average score is updated as multiple choice question data is entered into the grid. Below the spreadsheet you can optionally display a Graph Viewer that will chart data as forms are scanned. To the left of the spreadsheet are the Review Exceptions controls where you can identify and correct scanning errors, and review image and enter subjective scores.

4. Click **Next** to continue. The **Step 3** dialog box displays. Step 3 enables you to choose how you would like to collect the test data.

NOTE: The list of options displayed depends on the options purchased.

The options are:

- **Scan using answer sheet:** - Click the drop-down arrow to select from the list of answer sheets. When this option is selected, the answer sheet window displays a list of supported standard answer forms. The list of forms displayed is determined by a combination of factors:
 - a. **Scanner** - e.g., if duplex option is not enabled, only single-sided forms will be displayed.
 - b. **Scanner type** - e.g., SelfScore forms for the SelfScore scanner, EZData forms for the EZData scanner, etc.
 - c. **Number of test questions** - The form has at least as many questions as the test.
 - d. **Test schema** - e.g., ABCD, ABCD-FGHJ, 1234, ABCDE for SelfScore, etc.

When the answer sheet is selected, Prosper assessment system software prompts the user to begin the scanning process (see step 6) and applies the appropriate scanning template for recognition of the learner ID and tests responses.

- **Import images using answer sheet:** - When this option is selected, the answer sheet window displays a list of the plain paper answer forms with the appropriate test schema (e.g., multiple choice). When the desired answer sheet is selected, Prosper assessment system enables the **Read** button. Clicking the **Read** button opens the **Select Images** dialog where you select the Image you want to read.

NOTE: This option is only available for plain paper forms.

- **Response pad interaction** - See Using Response Pads.
- **Manual data entry** - See Manually Entering Data.

5. Load the answer sheets into the scanner input tray.

NOTE: If there is a problem with the scanner during the scanning process, you will see an appropriate error message. Follow the prompts as they are displayed. If Scan or Import images using answer sheet is disabled, the scanner needs to be configured.

6. Click **Scan** to begin scanning.

NOTE: If your scanner has a transport printer installed, you will be prompted for what you want printed (e.g., ID Number).

7. Click **OK**. The Scanning in Progress message appears and the Image Viewer displays each form that was scanned.

8. When the Learner ID is selected, click on the zoom icon to review the selection.

9. Zoom into the area of interest.

10. Review the exceptions then click on Begin Review.

For example, the program shows MULT and BLANK responses as a Response for Q2 under Review Exceptions or the program may show BLANK (e.g., for Respondent 3, Question 6.)

11. Click **Finished** when you are done reviewing exceptions.

12. When you have completed scanning the forms, the scanner automatically terminates the scanning process.

NOTE: For manual feed scanners (OpScan 2, OpScan iNSIGHT 2, and EZData) an End Scan button is displayed. Click End Scan to terminate the scanning process.

13. Once you have completed scanning a test, you may report on this data automatically by clicking Report.

Scanning Tests Using Scantron OMR Scanners

The process for scanning tests using Scantron OMR scanners is very similar to the iNSIGHT 2 and iNSIGHT 4 scanners. This includes the following scanners: OpScan 2, OpScan iNSIGHT 2 (OMR), OpScan 3, OpScan 4, OpScan iNSIGHT 4 (OMR) and 4U, OpScan 5, OpScan 6, OpScan 7, OpScan 8, and 9010M/9020M scanners. Steps 1 through 6 above are the same. Instead of the Image Viewer for displaying mults, omits, etc., the **Flagged Data** dialog is displayed to correct data.

Scanning Tests Using a TWAIN Scanner

Prior to scanning tests using a TWAIN scanner, make sure your scanner is configured properly. If necessary, refer to Verifying the TWAIN Default Settings. Make sure the Select Center feed and Select Duplex scanner options are checked.

In addition, make sure you have selected the correct TWAIN source or driver. Click the **Source** button from the **Scanner Properties** dialog box and select the correct driver.

To scan tests using a TWAIN scanner:

1. From **Step 1** of the Data Collection & Scoring Wizard, select the class and program you would like to scan.
2. Click **Next** to continue.
The **Step 2** dialog box displays.
3. From the drop-down list, select the test you would like to scan.
You will see a spreadsheet with the learners in the class and the number of questions on the test (e.g., Q1 through Q15).
4. Click **Next** to continue.
The **Step 3** dialog box displays. Step 3 enables you to choose how you would like to collect the test data.
NOTE: The list of options displayed depends on the options purchased.
5. Select **Scan** using answer sheet and from the drop down list select the appropriate plain paper form.
6. Load the forms into the scanner then click **Scan**. Each of the forms are scanned then the data is displayed.
7. When selecting a cell with a blank or multiple response, or with a subjective question, the Image Viewer will zoom in on an area of the scanned form. See the topic on Correcting Exception Cases.

See Also

[Correcting Exception Cases](#)
[Using Response Pads for Teacher Paced Tests](#)
[Manually Entering Data](#)

Using Response Pads for Testing

Once the response pad wireless receiver has been connected to the computer, the wireless server utility software installed, and appropriate properties have been selected, you may begin collecting test data with response pads.

Testing with Response Pads

1. Select the Data Collection & Scoring module. The Data Collection & Scoring Wizard is displayed, with an empty class data grid.
2. From Step 1 of the Data Collection & Scoring Wizard, select the class and program you would like to test. The class data grid is populated with learner names and IDs.
3. Click **Next** to continue. The Step 2 dialog box displays.
4. From the Tests drop-down list, select the test you would like to conduct. The data grid is populated with a column for each question that includes the answer key, a dynamic % correct cell, and a cell for each learner's response.
5. Click **Next** to continue. The Step 3 dialog box displays. The default scanning control panel is displayed to the left of the data grid and the optional Graph Viewer is displayed below the data grid.
6. Choose how you would like to collect the test data. The list of options displayed depends on the options purchased, including:
 - **Scan using answer sheet:** - See [Scanning Tests](#).
 - **Import images using answer sheet:** - See [Scanning Tests](#).
 - **Response pad interaction** - Click this option.
 - **Manual data entry** - See [Manually Entering Data](#).

Click **Response pad interaction**. The Wizard now displays the default Learner Paced Session response pad control panel.

7. Instruct learners to turn on their response pads and join your Responder Network.
8. Click **Start Session** to begin your testing session. The **Response Pad Session Wizard** is displayed.
9. Work through the Response Pad Session Wizard dialog boxes to define **Response Pad Session Behavior** for your Instructor Paced or Learner Paced session. After you click **Finish**, you are returned to the Data Collection & Scoring Wizard and the response pad session begins.
10. Instruct learners to press a key on their response pad and then Identify themselves: Depending on your response pad implementation, they must enter their Prosper record number or their response pad PIN to join the session. As they do, a marker will appear in the Online column beside the learner's name. Once all learners have joined, you can begin transmitting test questions to learner response pads.
11. Depending upon the Response Pad Session Behavior you have defined, you must manage the session via the response pad session controls and your interaction with learners:

Instructor Paced Session Controls

The current question number (e.g., Q4) or Paused is displayed in the Instructor Paced Session title bar.

- **Question Navigation** - Three navigation buttons are provided:

 Previous Question

 Pause/  Start

 Next Question

- **Questions** - Question numbers and text are listed in the **Field** and **Question Text** columns. The active question is color highlighted. Completed questions are struck through. Click and drag the right border of the response pad session control to make it wider or narrower to better match question text. Scroll up or down if necessary to see other questions.
- **Autopilot** - Check **Run in Autopilot mode** if you want Prosper to automatically navigate to the next question once all learners have responded or once the time limit (if any) has been reached.
- **Time Limit** - Check **Question time limit** and enter the number of seconds learners are allowed to answer each question. When used, the a new question will be sent to the response pad once the time limit (if any) has been reached.

Learner Progress

- **Test time elapsed:** Time elapsed since the response pad session started, not including time paused.
- **Question time elapsed:** Time elapsed since the current question was selected.
- **Question participants:** A progress bar indicating participants on the current question. Hover the mouse pointer over the bar to see participant count.
- **Responses received:** A progress bar indicating participants on the current question who have responded. Hover the mouse pointer over the bar to see participant count.

Instructor Help

The area provides status information or suggestions for what to do next in your response pad session. (e.g., Notify the learners to proceed...) Type your drop-down text here.

Learner Paced Session Controls

On the Fly Progress is provided for each learner:

- **Learner** - Lists learners in first name order.
- **Progress** - Indicates questions completed for each learner. (e.g., 4/5 = 4 questions completed of the 5 questions on the test)
- **Correct** - Indicates questions answered correctly for each learner. (e.g., 3/4 = 3 questions answered correctly of the 4 questions answered)

For each column, click the heading to toggle between ascending and descending order.

Test Progress indicates test time elapsed. Timing starts when you exit the Response Pad Session Wizard.

12. Click **End Session** when all of the learners have answered all of the questions.
13. Click on questions in the data grid to display results for that question in the Graph Viewer.
14. Once you have completed your response pad session, you may view a report on this data automatically by clicking **Report**.

See Also

[Defining Response Pad Session Behavior](#)

[About Prosper assessment system and Engage Response Pads](#)

[General Preferences - Data Collection](#)

[Using the Graph Viewer](#)

[Correcting Exception Cases](#)
[Scanning Tests](#)
[Manually Entering Data](#)
[Running Reports](#)

Manually Entering Data

There may be times when you wish to manually enter data for learners (e.g., if the test answer sheet is damaged and cannot be scanned, if a test has more subjective questions than the selected form supports).

1. The first step of the **Data Collection & Scoring Wizard** is to select the class and program you would like to use for data entry.
2. Click **Next** to continue.
3. Select the test you would like to use for data entry.
4. Click **Next** to continue.
5. Select the option button for **Manual data entry**.
6. Click **Key/Edit**. The **Manual Key/Edit Wizard** dialog box is displayed enabling you to select learners and enter their test responses.
7. In the **Step 1** window, select a learner from the Learner drop-down list.
8. Click **Key/Edit**.
9. In the **Step 2** window, enter the learner's responses by either clicking the appropriate response position or typing the letter that corresponds to the response position the learner has selected. The software will automatically move to the next question.
10. Click **Update** to apply the changes.
 - NOTE:** You may click Cancel to discard the changes and return to Step 1.
11. Repeat steps 7 through 10 for all additional learners.
 - NOTE:** Each time you click Update you are returned to Step 1 to select a new learner or to finish.
12. Once you have completed entering all learner data, click **Finish** on the **Manual Key/Edit Wizard** dialog box.

See Also

[Scanning Tests](#)
[Using Response Pads for Teacher Paced Tests](#)

Using the Graph Viewer

The Graph Viewer in the Data Collection and Scoring module graphically displays data collection results from scanning, response pad interaction, or manual data entry. You can select from a variety of display options to get a quick item analysis of your assessment.

To display the Graph Viewer, when in the **Data Collection and Scoring** module and in **Step 3** of the Wizard, go to View on the Menu Bar and select Graph Viewer.

- For **scanning**, the graph is displayed while scanning is in process and updated dynamically, for the question selected in the data grid, as learner data is received from answer sheets.

- For **response pad interaction**, the graph is displayed while the session is in process and updated dynamically, for the question selected in the data grid, as learner data is received from response pads.
- For **manual data entry**, the graph is displayed after you click Finish in the Key/Edit Wizard dialog box and click on a question cell in the data grid.

The graphs represent the data in the % column in the data grid. The correct response is noted with an asterisk in the graph and it is color coded. The graph viewer has its own toolbar that enables you to control graph appearance and to copy and print:



Copy - Copy the current graph to the clipboard. You can then Paste the graph to a document in other software.



Print - Print the current graph in Monochrome or in Color.



Hide/Show Not Attempted - Hide or show missing (not attempted) responses in the graph.



Graph Title - Show Question Name or Question Text as the graph title, or show no title.



Graph Type - Select Bar, Pie, Area, or Line graph, and whether to display in 3D or 2D.



Graph Data - Select graph scaling, including Frequency, Percent - Auto Scale, or Percent - Standard Scale.

Scanning Performance Assessment Scores

If your test includes subjective questions, you can use a test answer sheet that contains performance assessment score response areas so that you can scan scores rather than having to enter them manually. See the **Form Compatibility** and **Scanner Compatibility** sections below for information about available form and scanner combinations for performance assessment score scanning.

Scoring and Scanning

1. Collect learner answer sheets, including any separate forms containing their answers to subjective test questions. Most scannable answer sheets do not contain space for answers to subjective test questions.
2. Score subjective test questions for each student.
3. Record the performance assessment scores in the appropriate area(s) of each learner's answer sheet.

You must record the subjective question scores in order. If the test contains more subjective questions than can be marked on the form, remaining scores must be entered manually. For example, form 273337 has space for five scores. If your test contains eight subjective questions, record scores for questions S1 - S5 on the form and enter scores for questions S6 - S8 manually.

CAUTION: Performance assessment scores are not range checked (e.g., If the maximum points you allow for a subjective question or for a rubric is 25, you can enter more points if the grid on the form allows it.).

4. Scan the tests.
5. If necessary, manually enter extra performance assessment scores in the Prosper Data Collection & Scoring Wizard.

The score(s) entered will be added to the overall test score.

Form Compatibility

The number of performance assessment scores that can be collected depends on the form used:

- 1 Score** - A single score can be entered for a subjective question on forms 95142, 95676, 95677, 95679, 95945, 95946, 95947, 96569, 264388 and 264389. The score must be entered in the **POINTS EARNED** section of the PERFORMANCE ASSESSMENT response area (The % OF TOTAL SCORE area is not used.). Additional subjective question scores must be entered manually.

NOTE: The POINTS EARNED grid is not scanned when the scanner is in SelfScore mode.

- 5 Scores** - Up to five scores can be entered for subjective questions on form 273337. The scores must be entered in the **PERFORMANCE ASSESSMENT** response area. Rubric scoring can be applied. Additional subjective question scores must be entered manually.

PERFORMANCE ASSESSMENT

- 30 Scores** - Up to 30 scores can be entered for subjective questions on form 273338. The scores must be entered in the **SCORE** response area. Rubric scoring can be applied. Additional subjective question scores must be entered manually.

The performance assessment areas of these forms are read automatically.

Scanner Compatibility

A supported OpScan iNSIGHT, OpScan, or EZData scanner must be used with an appropriate form. Scanners running in SelfScore mode do not support performance assessment scoring.

See Also

[Standard Forms](#)

[Scanning Tests](#)

[Manually Entering Data](#)

General Preferences - Data Collection

This dialog box enables you to define data collection preferences for:

- **Image Handling** - For TWAIN and Scantron image scanners, define the ability to save scanner captured images. When available, images are automatically used in Reviewing Exceptions for reviewing data. In addition, they can optionally be used by external software.
- **OMR Region Thresholds** - For TWAIN scanners, set the global read threshold for OMR responses.
- **Response Pads** - For response pads, define the responder network name, enable the use of "owned" response pads, and define test-administrator sound cues for test session events such as Time Limit Warning.

Defining Image Handling

If you are using a TWAIN or Scantron image scanner, scanned images are saved automatically. You can control the file settings:

1. In **Save format**, select TIF or PCX/DCX as the image file format. TIF is the default format.
2. If you are using TIF format, select the file **Compression level**. Group 4 is the default level. It is the highest compression and provides the smallest file size. You can also select Uncompressed, LZW, and Group 3.
3. In the **General Preferences** dialog box, **Directories** tab, **Image Directory**, define where the scanned image files will be saved. The default path in the installation directory is ...Images | Term | Instructor | Class | Test and the file name is <Learner Name>.tif.

Setting OMR Region Thresholds

CAUTION: We recommend you use 3, the default threshold value. Contact Scantron Customer Support for advice before changing the threshold value.

If you are using a TWAIN scanner and want to set the OMR response global read threshold:

1. In **OMR Region Threshold**, use the up or down arrow to **Set the global threshold value**. The default value is 3; the setting range is 1 to 6. Increasing the value increases discrimination: marks must be darker to be accepted as data; Decreasing the value increases sensitivity: lighter marks are accepted as data.

NOTE: Scantron scanner read thresholds are set in the **Scanner Configuration** dialog box, **Basic** tab, **Recognition Settings** section.

Defining Response Pad Functions

If you are using response pads to collect data:

1. In **Network name**, enter the name of your responder network. This is the network name that is visible to the user on their response pad display. The network name entered here is automatically used in the Wireless Server Utility software. For example, you may use a different network name for each classroom using response pads for data collection.
 - NOTE:** Prosper assessment system software supports a maximum of one responder network receiver and 36 response pads per work station.
2. Check **Enable “owned” response pad support using the default PIN:** if users have their own response pads rather than using classroom distributed response pads. The default PIN is **1212**. You can change the PIN if desired.
3. In **Notifications**, you can define sound cues for test session events, including Session Started, Session Ended, New Active Question, Time Limit Warning, Time Limit Exceeded, and All Responses Recorded.
 - a. Under **Event**, click on a test session Event to highlight it.
 - b. Under **Enabled**, click on Yes or No to turn the sound event cue on or off.
 - c. To select a sound cue, click on **Browse (...)**. The Choose Sound File dialog box opens where you can navigate to locate .wav sound files. For example, in Local Disk [C:] | Windows | Media.
 - d. Once you have selected a .wav sound file, you can click the right arrow button to hear the sound.

Notification Details

- **Session Started** - Sounds for Instructor and Learner Paced sessions, signaling that the session has started.
- **Session Ended** - Sounds for Instructor and Learner Paced sessions, signaling that the session has ended and no more responses will be collected.
- **New Active Question** - Sounds for Instructor Paced sessions, signaling that a new question has been loaded and learners should enter a response.
- **Time Limit Warning** - Sounds for Instructor Paced sessions, signaling that the time to answer the question is about to expire.
- **Time Limit Exceeded** - Sounds for Instructor Paced sessions, signaling that the time to answer the current question has expired and no more responses will be collected.
- **All Responses Recorded** - Sounds for Instructor Paced sessions, not running in autopilot mode, when all of the logged in learners have answered the current question, signaling that it is OK to move to the next question.

CAUTION: Prosper assessment system software is unable to collect data via response pads if Engage Toolbar software or AccelTest software are also running. You must **Exit** those products before attempting to conduct a Prosper assessment system response pad session.

See Also

[Scanner Configuration Supported Scanners](#)

Defining the Default File Path for Images

1. From the **Prosper assessment system** main menu, select Tools | Software Administration to display the **Software Administration** dialog box.
2. Click on the Directories tab.
3. Click the **Image files** ellipsis (. . .) button and scroll to the folder where you want to store the image of each scanned document.
4. The image for each scanned document is stored in a tree file structure that provides a simple way to retrieve images at a later time. The base folder location was specified during installation; however, you can change this location if necessary. Prosper assessment system software always defaults to look for image files in the last used location.

Images can be saved in multi-page TIFF or PCX formats.

NOTE: The override option applies the directory locations system wide, which forces a set location for the storage of files for each instructor. You may want to consider using one instructor image directory so that all images of scanned forms can be shared and viewed by all.

See Also

[Scanning Tests](#)

Re-Grading Tests

Re-grading is required if you have modified (appended new standards, deleted standards, or modified standards) a program and you plan to run cumulative or comparative reports. The cumulative and comparative reports will not reflect standards associated with a test after it has been graded unless the records are re-graded.

To re-grade a test:

1. Select the **Data Collection & Scoring** module to display the **Data Collection & Scoring Wizard - Step 1**.
2. Select a **Class**.
3. Select a **Program**.
4. Click **Next** to display the **Data Collection & Scoring Wizard - Step 2**.
5. Select the test to be re-graded.
6. Click **Next**.
7. Click **Next** to display the **Data Collection & Scoring Wizard - Step 3**.
8. Click **Report** to re-grade the data and load the **Analysis & Reporting** module where you can select the reports you want to run.

CAUTION: Selecting Report re-grades the data and starts the **Analysis & Reporting** module but the re-grading is not saved. To save and grade (re-grade) the data, you must modify it in Data Collection & Scoring and then select **Finish** to exit.

Scanners

Supported Scanners

Before scanning forms, you must verify that your OMR scanners and plain paper scanner properties are correct. For additional information on your scanner, refer to the appropriate User's Guide.

Supported TWAIN-compliant scanner and/or the following Scantron scanners:

- OpScan 2/3/4/4U/4XP (with or without SelfScore)
- OpScan iNSIGHT™ 2/4
- OpScan 5/6/7/8
- EZData scanner with RS-232 connection (USB adapters are available)

NOTE: The values should match those displayed for your particular scanner. If not, call Scantron Customer Support for help.

See Also

[Scanner Configuration](#)
[Recommended TWAIN Scanners](#)

Scanner Configuration

Before scanning forms, you must verify that your Scantron scanners and TWAIN scanner properties are correct. Required and optional properties are displayed in each scanner's **Scanner Properties** dialog box. For additional information on your scanner, refer to the appropriate user's guide.

NOTE: The **Scanner Properties** values should match those displayed for your particular scanner (see the following pages). If not, call Scantron Customer Support for help.

Configuring Your Scanners

1. From the **Prosper assessment system** main menu, select Tools | Scanner Setup | Scantron Scanner to display the **Scanner Configuration** dialog box.
2. The program either displays a message that Scanner Activation is Required or if your scanner is already connected and activated, the program will display the scanner configuration settings automatically.

If scanner activation is required, do the following to activate your scanner:

- a. Click **Find Scanner**. The program will automatically detect the appropriate scanner and default settings.
- b. Select or unselect any Hardware Components that do not apply.
- c. Click **OK**.

If your scanner is already connected and activated the scanner's dialog box is automatically displayed with the appropriate configuration settings.

Advanced Configuration Settings

The Advanced settings are only needed if you have multiple scanners connected to the same computer. The Find Scanner function on the Basic tab will detect the first scanner found. If this is not the scanner you wish to use, click the Advanced tab to configure a new scanner.

Do the following for advanced configuration:

1. From the Port drop-down list, select the appropriate scanner communications port (USB, COM 1, COM 2, etc.).
2. Click **Activate Scanner**. The program displays the appropriate **Scanner Configuration** dialog box for USB or COM port connections, depending on how you have your scanner connected to your computer.

If you do not know what port to use:

1. Click **Check All Ports**. The program will display an informational message that states what ports are valid.
2. Click **OK**. The program will show only the two ports that were found in the Port drop-down list.
3. Select the port for the scanner that you wish to use.
4. Click **Activate Scanner**.
5. Click **OK**.

NOTE: The **Refresh Port List** button will clear the query that was set when you clicked **Check All Ports** and display all ports in the drop-down list.

Default settings for Scantron scanners

The following applies to the **OpScan iNSIGHT2, OpScan iNSIGHT 4, OpScan 2, OpScan 3, OpScan 4/4U, OpScan 5, OpScan 6, OpScan 7, and OpScan 8** scanners.

- For Scanner Connection (COM and USB Port Settings) and Recognition Settings, accept the defaults.
- Accept the defaults for Recognition Settings: Threshold, Discrimination, Mark cut-off, and Timeout (sec.).
- If your scanner is reading too dark or too light, you may need to change your scanner's Threshold setting. Refer to your scanner User's Guide for instructions.

The following conditions exist for the Use select stacker option:

- for OpScan iNSIGHT 2 (OMR) scanners, the option is grayed out (not available, manual feed only).
- for OpScan 5, OpScan 6, OpScan 7, and OpScan 8 scanners, the option is grayed out because this hardware option is not available.
- for OpScan 4/4U, OpScan iNSIGHT 4 scanners the option is enabled, which indicates that auto-feed of forms is available.
- The Duplex scanner option indicates if a dual read head is available. Prosper assessment system software loads template files automatically based on the type of scanner and scanner settings that are selected.
- If the Use transport printer option is available, select this option if you wish to print customized data on the sheets you scan.
- If the SelfScore (mark threshold is 7) option is available, select this option to scan SelfScore forms.

NOTE: Selecting the SelfScore option sets the Recognition threshold to 7 (grays it out) and also grays out Mark discrimination and Discrimination. When finished running SelfScore, reset the option to its default.

Default Settings for EZData Scanners

- If your EZData scanner is reading too dark or too light, you may need to change the settings for Threshold. Values range from 0 to 9 (4 is the default).
- If the EZData scanner is not reading marks correctly, do the following:
- for light marks, change the Threshold to a greater value (5 - 9).
- for dark marks, change the Threshold to a lower value (3 - 0).

See Also

[Recommended Image Scanners](#)
[Scanning Tests](#)

Image Scanners

Recommended TWAIN Scanners

Not all TWAIN scanners have been tested with Prosper assessment system software. The imaging scanners listed below have been reviewed and tested and have been found to work well with the image recognition functions embedded in Prosper assessment system software.

Brand	Model
Fujitsu	Low End: fi-4010CU (flatbed and ADF) or fi-5110C (sheetfed only) Mid Range: fi-4120C2 (sheetfed only) or fi-4220C2 (flatbed and ADF) Mid to High End: fi-4530C
Panasonic	Mid Range: KV S2025/2026C or KV S2045/2046C (sheetfed only) High End: KV S3065 (sheetfed only)
Brother	DCP 8045D

CAUTION: Scantron does not provide support for the scanners listed above. Refer to the vendor's documentation or Web site for support information.

For plain paper scanning (TWAIN scanners only), it's important that you verify that the default settings are correct and that you [define the path](#) that Prosper assessment system software will use to store the image of each scanned test answer form.

See Also

[Selecting Your TWAIN Scanner](#)
[Verifying the TWAIN Default Settings](#)
[Configuring a TWAIN Driver](#)
[Controlling the TWAIN User Interface](#)
[Obtaining Updated TWAIN Drivers](#)
[Supported OMR Scanners](#)
[Scanning Tests](#)

Selecting Your TWAIN Scanner

To use your imaging scanner with Prosper assessment system software, you must first select your scanner from the list of supported scanners. Prosper assessment system supports scanners through TWAIN drivers.

TWAIN is a standard for controlling scanning equipment. Most imaging scanners ship with a TWAIN driver. If you are uncertain whether you have a TWAIN driver on your scanner, check with your scanner manufacturer.

To select a TWAIN driver in Prosper assessment system, the driver must first be installed. Consult your scanner's documentation for installation instructions. Once the driver has been installed, verify the default settings.

See Also

[Verifying the TWAIN Default Settings](#)
[Configuring a TWAIN Driver](#)
[Controlling the TWAIN User Interface](#)
[Obtaining Updated TWAIN Drivers](#)

Verifying the TWAIN Default Settings

From the **Prosper assessment system** main menu, select Tools | Scanner Setup | TWAIN Scanner to display the **Scanner Properties** dialog box. Use the Scanner type: drop-down arrow to select TWAIN, then click **Source**, select the scanner under sources, then click **Select**.

(TWAIN is a graphics and imaging standard that allows companies to make drivers for scanners and digital cameras.)

The **Scanner Properties** dialog box options are explained below:

- Use legacy driver - Click this check box if you are using an older TWAIN driver. Legacy support allows you to use scanner drivers that support older versions of the TWAIN scanning protocol. We recommend that you not use this option unless you find that your scanner driver is not working correctly.
- Resolution - Use this setting to set the scanning resolution in Dots Per Inch (DPI). We recommend scanning at 200 DPI. This setting is not available if you have chosen to show the scanner's user interface (you will select DPI when you scan a page).
- Brightness - Use this setting to set the scanner's brightness. We recommend scanning at your scanner's default brightness setting unless you encounter problems. The default setting is 0. This setting is not available if you have chosen to show the scanner's user interface (you will select brightness when you scan a page).
- Flatbed only - Check this check box if your scanner only contains a flatbed area for scanning.
- ADF only - Check this selection if your scanner only contains a sheetfeeder for scanning.
- Flatbed and ADF - Check this setting if your scanner contains both a flatbed and a sheetfeeder.
- Center feed - Check this check box to have the page aligned with the center portion of the ADF, regardless of how the ADF is positioned (note that not all scanners utilize this feature).
- Duplex scanner - Click this check box if the scanner you are using has duplex capabilities for double-sided form scanning.
- Invert image - Use this setting to correct an image that scans in reverse: black background with white text. The default setting is No.
- Auto deskew - Click this selection to have Prosper assessment system automatically correct for skewing during the scanning process.
- Show TWAIN interface - Click this option to show your scanner's interface. We recommend turning this selection on to verify your scanner's settings (e.g., scanning mode, page size, resolution, brightness). Some scanners, but not all, will support having the interface hidden.
- Rotate front side - Use this option to rotate the front side of each page that is scanned. Select the rotation degrees in the box provided. Only use this option if the front side of your form does not rotate correctly on its own.
- Rotate back side - Use this option to rotate the back side of each page that is scanned. Select the rotation degrees in the box provided. Only use this option if the back side of your form does not rotate correctly on its own.

NOTE: We recommend that you initially show the scanner's interface so that you can set the scanner settings. Once you have successfully scanned a page, many scanners will support turning off the interface. If you disable this feature, you may use Prosper assessment system software's resolution and brightness settings in the **Parameters** section of the **Scanner Properties** dialog box.

See Also

[Configuring a TWAIN Driver](#)
[Controlling the TWAIN User Interface](#)
[Obtaining Updated TWAIN Drivers](#)

Configuring a TWAIN Driver

Most TWAIN drivers will not require any special adjustments, but some drivers may have special requirements. If you experience problems scanning in Prosper assessment system with a TWAIN driver, read the following for assistance.

When scanning with a TWAIN driver, there are several basic settings that you want to use. Prosper assessment system software will support color and grayscale scanning. However, it is not necessary. Most scanners will achieve optimum scanning rates when used in black and white scanning mode (sometimes called line art). The resolution on the scanner, measured in dots per inch (DPI), should be set at 200 DPI. If your scanner allows you to adjust the scaling setting, you want it to be set at 100%. You should also verify that the page size your scanner is using matches the actual page you are scanning. You can also utilize the scanner's brightness (sometimes called threshold) setting to make scanned images lighter or darker. Under normal conditions, you want to use the scanner's default brightness setting. If, however, you need to make shading or a lightly colored paper background drop out (disappear), you could raise the brightness setting to accomplish these tasks. On the same token, you could set the brightness setting to a darker level to help compensate for light marks or lightly filled marks on forms.

See Also

[Verifying the TWAIN Default Settings](#)
[Controlling the TWAIN User Interface](#)
[Obtaining Updated TWAIN Drivers](#)

Controlling the TWAIN User Interface

Not all TWAIN drivers support having their user interface hidden. We recommend that you turn on the option to **Show TWAIN interface** in the **Scanner Properties** dialog box. When you scan, the scanner manufacturer's TWAIN interface will appear. In this interface, you can specify TWAIN settings. The following table reviews the settings of which you should be aware.

Option	Appropriate Setting
Resolution	200 DPI
Scan Mode	Black and White or Line Art (the software will convert grayscale and color images to black and white, but scanning in black and white mode is faster)
ADF	Yes/On
Page Size	Letter (or your specific paper size)

Once you have scanned a page successfully, it may be possible to hide the scanner's user interface in Prosper assessment system by turning off the **Show TWAIN interface** check box in the **Scanner Properties** dialog box. If any problems occur, you will need to show the scanner user interface again.

NOTE: If your scanner is used for scanning in other programs, there is a good chance its settings will be altered. In this case, we recommend that you make a note of what settings you are using. Keep the **Show TWAIN interface** option on at all times so that you can see what settings are being used and maintain consistency with your forms. This practice may help you achieve a higher level of accuracy in the software.

See Also

[Verifying the TWAIN Default Settings](#)
[Configuring a TWAIN Driver](#)
[Obtaining Updated TWAIN Drivers](#)

Obtaining Updated TWAIN Drivers

Most scanner manufacturers release new TWAIN drivers on a regular basis. Updated drivers are created to correct problems. If you experience any problems scanning in Prosper assessment system software while using a TWAIN driver, contact your scanner manufacturer to ensure that you have the latest driver release. You can find drivers on the web sites of most scanner manufacturers.

See Also

[Verifying the TWAIN Default Settings](#)
[Configuring a TWAIN Driver](#)
[Controlling the TWAIN User Interface](#)

Response Pads

About Prosper assessment system and Engage Response Pads

If you are creating tests with TestGen or ExamView test generation software that will be administered via Prosper assessment system software and the Engage response pads, we recommend you design them with these requirements in mind:

General

- You must have instructors, classes, and learners entered in the Prosper assessment system Class Management module in order to test with response pads.

Test Question and Answer Choice Text Limit

- **Combined test question and answer choices text length** - Approximately 600 characters per test question. A warning will be displayed if the question/answer text length exceeds this limit.

Response Pad Schema Support

- Response pad interaction supports a maximum of five responses per question. If you attempt more, an error is displayed when you select Start Session.
- Response pad interaction supports ABCDE, True/False, and Yes/No schema . If the test schema alternates ABCDE FGHIJK, Prosper sends ABCDE choices to the learner since FGHIJK responses are not available on the pad.

Response Pad Data

- Response pad data is written to the database at the end of the response pad session.

Use with Engage Toolbar or AccelTest Software

- Prosper assessment system software is unable to collect data via response pads if Engage Toolbar software or AccelTest software are also running. You must **Exit** those products before attempting to conduct a Prosper assessment system response pad session.

See Also

[Using Response Pads for Testing](#)

Defining Response Pad Session Behavior

Response pad session behavior is defined in the **Response Pad Session Wizard**. This wizard is displayed as soon as you click **Start Session** in the Data Collection & Scoring module, Step 3 dialog.

TIP: Hover the mouse pointer over each option in the dialog to display **Additional Details** about that selection at the bottom of the dialog box.

Select whether your response pad session will be **instructor paced** or **learner paced** and click **Next**.

Instructor paced session

This allows the instructor to govern the pace of the test. This includes assigning questions, pausing the session, and ending the session. In the Wizard:

- Modify the learner's response pad interaction.
 - **Display the question text and answer choice values to the learner.** This will display the active question's text and answer choices on the learner's response pad. It may be helpful to turn this option off when using a projector or paper based test.
 - **Display question feedback.** Display whether the learner's response was correct or incorrect after the learner submits their answer.
 - **Display correct answer.** If displaying feedback, include the correct answer if the learner answered the question incorrectly.
 - **Display total score.** This will display the total score to the learner, upon test completion, if they answered all questions. Total score is not displayed if any questions are unanswered, for any reason.
 - **Display percent score.** This will display the percent score to the learner, upon test completion, if they answered all questions. Percent score is not displayed if any questions are unanswered, for any reason.
 - **Display grade.** This will display the learner's grade upon test completion, if they answered all questions. Grade is not displayed if any questions are unanswered, for any reason.
- Modify the way learners are identified using the response pad.
 - **Checked** - The learners are identified by their respective (row) number in the grid.
 - **Not checked** - The learners are identified by their Prosper Learner ID.
- Modify access to response pad tools.
 - **Checked** - The calculator is enabled.
 - **Not checked** - The calculator is disabled.

Click **Finish** to begin the session.

Learner paced session

This allows the pace of the test to be determined by the learner. The instructor has the ability to control the behavior of the learner paced session. In the Wizard:

- Modify response pad behavior.
 - **Checked** - Response pad reuse within a single response session is enabled. A pad can be reused in the same session by a new learner if the previous learner completed their test and recorded answers to all questions.
 - **CAUTION:** If the previous learner did not complete their test, including recording answers to all questions, a new learner will not be allowed to log in; the response pad will revert to the last question of the previous learner.
 - **Not checked** - Response pad reuse within a single response session is disabled.
- Modify question behavior.
 - **Randomize question order.**
 - **Checked** - Questions are sent to each response pad in random order to help prevent cheating.
 - **Not checked** - Questions are sent to each response pad in sequential order.
 - **Enable custom navigation.**
 - **Checked** - The learner can choose the order in which they answer questions and they can revisit previous questions. Test "retake" options may not be specified below.
 - **Prompt on complete** - Once the learner has answered all the questions in the test, a prompt is displayed asking if they want to end their session or go back and review answers.
 - **Not checked** - The learner must answer questions in the order presented and they cannot revisit previously answered questions. Test "retake" options may be specified below.
- Specify test "retake" options.
 - **Checked** - Allows learners to retake the test. The learner's responses will be reloaded when viewing the question on the response pad.
 - **Display unanswered questions only** - Learners will be restricted to only the questions they have yet to answer.
 - **Not checked** - Learners are not allowed to retake the test.

NOTE: Test "retake" options may not be specified if **Enable custom navigation** is selected, above.

Click **Next** to move to the next dialog box.

- Modify the learner's response pad interaction.
 - **Display the question text and answer choice values to the learner.** This will display the active question's text and answer choices on the learner's response pad. It may be helpful to turn this option off when using a projector or paper based test.
 - **Display question feedback.** Display whether the learner's response was correct or incorrect after the learner submits their answer.
 - **Display correct answer.** If displaying feedback, include the correct answer if the learner answered the question incorrectly.

- **Display total score.** This will display the total score to the learner, upon test completion, if they answered all questions. Total score is not displayed if any questions are unanswered, for any reason.
- **Display percent score.** This will display the percent score to the learner, upon test completion, if they answered all questions. Percent score is not displayed if any questions are unanswered, for any reason.
- **Display grade.** This will display the learner's grade upon test completion, if they answered all questions. Grade is not displayed if any questions are unanswered, for any reason.
- Modify the way learners are identified using the response pad.
 - **Checked** - The learners are identified by their respective (row) number in the grid.
 - **Not checked** - The learners are identified by their Prosper Learner ID.
- Modify access to response pad tools.
 - **Checked** - The calculator is enabled.
 - **Not checked** - The calculator is disabled.

Click **Finish** to begin the session.

Reviewing Exceptions

Correcting Exception Cases

When scanning tests, there will inevitably be exception cases that will require user intervention. The two typical exception cases are blank responses and multiple responses. By default, blank responses are coded with the word BLANK and a yellow coloring; and multiple responses are coded with the word MULT and a green coloring. By default, the software is set to stop the scanning process when either of these exception cases is encountered. You may modify these defaults in Tools | Preferences | General.

Modifying exception case defaults:

1. The **General Preferences** dialog box displays six tabs: **Exception Handling**, **Data Collection**, **Data Handling**, **Display**, **Directories**, and **Terms**.

Under the **Exception Handling** tab:

- To stop the error handling function for blank responses, clear the check box for **Review on blank responses**.
- To stop the error handling function on multiple responses, clear the check box for **Review on multiple responses**.
- If you need to review the subjective questions, select the check box for **Review on subjective questions**.

NOTES:

- The default option has all items in **Review Exceptions** mode checked (i.e., Review on blank, Review on multiple, and Review on subjective questions).
- If you do not wish to pause the scanning process for these exception cases, clear the appropriate check boxes. If you do not edit the items during or after scanning (using manual data entry), the multiples, blanks, and subjective questions will be considered incorrect.
- If you have a select stacker, select the appropriate check box(es) defining the conditions for when to send forms to the alternate hopper. This option is only available on OpScan 3, 4, 4U, and OpScan INSIGHT 4 scanners.

The **Ignore leading and trailing blanks in learner IDs** option must be enabled so that the software ignores the leading and trailing blank characters so that if the learner ID is less than 10 characters, it will not be treated as a blank and be sent to the select stacker.

2. Click **Apply** to save your changes. Clicking Apply enables you to save your changes without closing the General Preferences dialog box.
3. Click the Data Collection tab to display the **Image Handling**, and **OMR Region Thresholds** groups.

Click the down arrow for **Save format** and select the format to save the image in. If you select .TIF as the format, the **Compression level** option is enabled. Use the down arrow to select the appropriate compression level. If you select PCX/DCX as the format, the Compression level option is disabled.

4. Increase or decrease the **OMR Region Thresholds** value by clicking the up or down arrow (3 is the default).
5. Click **Apply** to save your changes.
6. Click the **Data Handling** tab to display the **Data Export Settings** group

- Use the up and down arrows to increment or decrement the values for:
Report record length:
Number of decimal places for SPSS:
Replace missing values in SPSS with:
(Statistical Package for the Social Sciences)
 - Select the **Use a numeric-based comparison when searching for Learner IDs in the data grid** option to have the software do the following:
 - Ignore leading zeros in the learner ID, and
 - Ignore leading and trailing blanks in the learner ID.

This avoids the possibility of a learner ID being rejected because of leading zeros and/or leading and trailing blanks. Learner IDs would only be rejected if there were blanks in the middle of the Learner ID.
7. Click **Apply** to save your changes.
 8. Click the **Display** tab to display the **Data Grid**, **Image Viewer**, **Graph Viewer**, **Learner Representation**, and **Response Color Coding** groups.
 - To display the answer key in the first grid row, select **Display the answer key and question tally rows** in the **Data Grid** section.
 - To make sure the name and ID columns stay within the data grid, select **Freeze the learner last name, first name and ID columns** in the **Data Grid** section.
 - Select the appropriate **Image Viewer** options.
 - Select the appropriate **Learner Representation** option. (Only one choice is permitted.)
 - To change the color(s) used for **Blank**, **Multiple**, or **Incorrect responses**, click on **Browse (...)**. The **Color** dialog opens and displays 48 Basic Colors and 16 Custom Colors. The Custom Colors show white, 14 gray screens, and black. On the right there is a graduated color block where you can select any color and then adjust it using the **Hue**, **Sat**, **Lum**, **Red**, **Green**, **Blue**, and **Graduated** tools. Click **Add to Custom Colors** to make this new color available. It displays in the first position under Custom Colors. Click **OK** to return to **General Preferences** display tab/dialog. The new color selected now displays.
 9. Click the **Directories** tab to designate where the folders for the **Answer sheets**, **Report templates**, and **Image files** are located.

NOTE: These directory locations may be overwritten system wide by the Software Administrator.
 10. The **Terms** tab allows the Instructor to select an available Instructor Term by checking **Override Current Term with Instructor Term**.
 11. Once you've completed filling in the information on all six tabs, click **OK** to apply the changes and close the dialog box, or click **Cancel** to discard any changes.

Correcting blank and multiple responses during scanning:

When an exception case is encountered during the scanning process, the Review Exceptions window will be displayed. The exception case will be presented by its color coding and a question mark (?).

NOTE: The **Review Exceptions** window does not display with the OpScan INSIGHT 2/4 and TWAIN scanners.

1. Correct the flagged data as appropriate.
2. Click **Update** if there are more errors on the card.
3. Repeat the process for all exception cases on the test.

See Also

[Manually Entering Data Review Wizard](#)

Review Wizard

The Review Wizard is accessed from the **Data Collection & Scoring** module. The Review Wizard is available to both OMR and Image users and serves two purposes:

- Identify and correct scanning errors
- Review image and enter subjective scores

Upon completion of scanning, you can review identified errors by selecting the **Review Wizard** from the Data Collection & Scoring module. The **Review Wizard** systematically steps you through each error identified (e.g., blanks, multiples, verification, etc.) and enables you to make any necessary corrections.

NOTE: If using traditional OMR, there is no Image Viewer window displayed.

OMR Scanning and Review Exceptions

To access the Review Wizard, do the following:

1. Click the **Data Collection & Scoring** module button to display the **Data Collection & Scoring Wizard (Step 1: [Select Class])** dialog box.
2. Click the drop-down arrow to display available classes and select the appropriate class and program.
3. Click **Next**. The Data Collection & Scoring Wizard (Step 2: [Select Test]) dialog box is displayed.
4. Click the drop-down arrow to display available tests and select the appropriate test.
5. Click **Next**. The **Data Collection & Scoring Wizard (Step 3: [Scan or Key Form])** dialog box is displayed.
6. Click **Scan using answer sheet** and select the appropriate form from the drop-down list.
7. Click **Scan**. (Optional) The **Advanced Scanning Options** dialog box is displayed only if the transport printer is configured.
8. To print on scanned forms, select the **Print on scanned forms** check box and click **OK**.
9. If the form contains exceptions, the **Flagged Data** dialog box is displayed.
10. You can correct exceptions and if appropriate, discard exceptions. Once you have completed all corrections, click **Apply** to save the changes.
11. The **Data Collection & Scoring Wizard - [Step 3 (Scan or Key Form)]** dialog box displays the recorded data.

Image Scanning and Review Exceptions

The procedure is different depending on whether or not the class has previously scanned data with exceptions or has no existing scanned data.

Class with No Previously Scanned Data

To access the Review Wizard, do the following:

1. Click the Data Collection & Scoring module button to display the **Data Collection & Scoring Wizard (Step 1: [Select Class])** dialog box.
2. Click the drop-down arrow to display available classes and select the appropriate class and program.
3. Click **Next**. The **Data Collection & Scoring Wizard (Step 2: [Select Test])** dialog box is displayed.
4. Click the drop-down arrow to display available tests and select the appropriate image (plain paper) test.
5. Click **Next**. The **Data Collection & Scoring Wizard (Step 3: [Scan or Key Form])** dialog box is displayed.
6. Select Scan using answer sheet and the appropriate form from the drop-down list.
7. Click **Scan** to scan the form. The **Data Collection & Scoring Wizard (Step 3: [Scan or Key Form])** dialog box is displayed with data recorded and images.

Class with Previously Scanned Data

To access the Review Wizard, do the following:

1. Click the Data Collection & Scoring module button to display the **Data Collection & Scoring Wizard (Step 1: [Select Class])** dialog box.
2. Click the drop-down arrow to display available classes and select the appropriate class and program.
3. Click **Next**. The **Data Collection & Scoring Wizard (Step 2: [Select Test])** dialog box is displayed.
4. Click the drop-down arrow to display available tests and select the appropriate image (plain paper) test.
5. Click **Next**. The **Data Collection & Scoring Wizard (Step 3: [Scan or Key Form])** dialog box is displayed with previous data and images.
6. Select Scan using answer sheet and the appropriate form from the drop-down list.
7. Click **Scan** to scan the form. The **Data Collection & Scoring Wizard - [Step 3 (Scan or Key Form)]** dialog box is displayed with existing and newly scanned data and images.

Review Exceptions after Scanning

At any point after scanning you can review exceptions. To access the Review Wizard, select what kind of exception you want to review and do the following:

1. Click the **Begin Review** button. The **Data Collection & Scoring Wizard (Step 3: [Scan or Key Form])** dialog box is displayed with the cursor moving to the failed response and displaying the image in the Image Viewer.
2. Click on the failed response cell, click the drop-down arrow to display the responses and correct the response.
3. Once all failed response cells have been corrected, click **Finish** to exit the Review Wizard.

See Also

[Review Image and Enter Subjective Scores](#)
[Scanning Performance Assessment Scores](#)

Review Image and Enter Subjective Scores

Upon completion of scanning, you can review images and assign a score by selecting the **Review Wizard** from the Data Collection & Scoring module.

NOTE: Available only when scanning forms on imaging scanners.

The **Review Wizard** enables you to score subjective test items by displaying areas of the test answer sheet designated for subjective items and allowing them to assign a score value.

See Also

[Scanning Performance Assessment Scores](#)

Importing and Exporting Data

Importing Data from External Sources

Prosper assessment system software allows you to import test data or Prosper data.

To import data:

1. In the **Data Collection & Scoring** module, select the appropriate class.
2. Click **Next**.
3. Select the appropriate test.
4. Select the File menu and then click **Import|Test Data**.
5. In the **Open Data** window, select the data file you wish to open.
6. Click **OK** to open the file. A **Data Import Summary** message will show you whether the data was imported successfully.

Fields in the data file must match the expected fields in Prosper assessment system. The first two fields of the record should be (with field names as listed):

- Learner ID
- Version (optional)

NOTE: If the test does not use multiple test versions, do not include this field.

Following these fields should be one field for each of the items on the test.

Once imported, you may report on the imported data file by clicking the **Report** button or loading the **Analysis and Reporting** module. The following file formats are available for import:

- Remark
- Remark Office Archive
- Web Survey
- ASCII
- DIF
- Lotus
- LXR
- Report
- Spreadsheet (text)
- SPSS
- Access
- dBase
- Excel
- Paradox
- HTML
- XML
- ODBC

See Also

[Exporting Data](#)

[Introduction to the Reporting Module](#)

[Defining the Default File Path for Images](#)

Exporting Data

Once you have entered test data for learners via response pads, scanning, or manual data entry, the data can be exported to other packages for further analysis. The limitations on exporting data include:

- You can export all data, or
- You can make 50 selections per export screen.

NOTE: This task can only be performed during database maintenance, so a maintenance schedule will need to be set up before exporting. If the exporting of data is not done within five minutes of the maintenance end time, the maintenance end time will be pushed out 20 minutes.

The following formats are available for export:

File Format	Extension	Description
Access	MDB	Microsoft Access, 1.0, 1.1, 2.0, 7.0-8.0, and 2000 formats
ASCII (Commas)	ASC	Comma delimited ASCII
ASCII (Tabs)	ASC	Tab delimited ASCII
Custom	ASC, TXT	Enables customizing of the export file
Database Update	MDB, XLS	
dBase	DBF	dBase III, IV and 5.0 formats
DIF files	DIF	Directory Interchange format
Excel	XLS	Microsoft 3.0, 4.0, 8.0, 97, 2000, and 2003 formats
HTML	HTML, HTM	Web format
Lotus	WKS, WK1, WK3	Lotus 1-2-3 and Lotus Works 1 and 3 formats
LXR Test	MRG	Logic eXtension Resources format
ODBC	*	Enables other database formats to be used.
Paradox	DB	Paradox 3.x, 4.x, and 5.x formats
Questionmark	QSF	
Remark	RMK	Remark format
Remark Office Archive	ROA	
Report	RPT	Report format
Spreadsheet (Tabs)	TXT	Tab delimited ASCII with quotes around non-numeric data
Spreadsheet (Commas)	TXT	Comma delimited ASCII with quotes around non-numeric data
SPSS	SAV	Statistical Package for the Social Sciences format
XML	XML	Extensible Markup Language format. (Note: XML is the format used in the Exam View test function. The data can be exported to XML. However, it cannot be imported back into Exam View.)

1. After collecting test data, select the **File** menu, click **Export**, and then select **Test Data**.
2. In the **Save Data . . .** dialog box, select an export option from the Save as type: drop-down window.
3. Enter a file name in the File name box.
4. Choose a file location from the Look In drop-down list.
5. Click the **OK** button to save the data.

See Also

[Importing Data from External Sources](#)
[Advanced Field Settings](#)

Exporting Data to Pearson Inform

The **Inform Export Utility** enables you to export data from Prosper into the Pearson Inform system.

The export data is placed in a zip file called Prosper.zip in a directory location of your choosing.

The export data files include:

- assess_concept.txt
- assess_item.txt
- assess_setup.txt
- item.txt
- tstdata.txt

Exporting Data to Pearson Inform

1. From the Tools menu, select **Export to Inform** to display the Inform Export Utility dialog box.
2. In **Select Term**, select one term from the list and Click **Next**.
3. In **Select Programs**, check one or more programs and Click **Next**.
4. In **Select Classes**, check one or more classes and Click **Next**.
5. In **Select Tests**, check one or more tests and Click **Next**.
6. In **Additional Export Information**, specify the Export directory, District ID, School ID, and Test session. The Test session name should match an Inform test session name if you would like to generate reports in Inform using a pre-existing test session.

CAUTION: The file exported is always Prosper.zip. If a previously exported file exists in the Export directory, it will be overwritten.

Advanced Field Settings

When saving data to database formats, you have the option of setting advanced features. The following formats include the advanced saving options: Access, dBase and Excel. The **Advanced** window shows you each field and pertinent information about the field. You can then choose options about the field that you want included in your database. This feature can be useful if you are saving to a database format that has specific requirements.

The following advanced features are available:

Option	Description
Include	Click this check box to include the field in the database.
Name	Use this column to enter a new field name or modify the existing field name, if desired.
Data Type	Use this column to change the data type.
Size	Use this column to specify a field size. Do not specify a size that is smaller than what is in your data.
Save	Use this button to save the settings you selected.
Load	Use this button to load previously saved settings.

1. After collecting test data, select the **File** menu, click **Export**, then select **Test Data**.
2. In the **Save Data . . .** dialog box, select an export option from the Save as type: drop-down window.
3. Enter a file name in the File name box.
4. Choose a file location from the Look In drop-down list.
5. Click the **Advanced...** button.
6. Make any desired changes in the Include, Name, Data Type, or Size columns.
7. Click the **Save ...** button to save the settings or click the **Load ...** button to display a previously saved .ini file.
8. Click the **OK ...** button to use the defined settings for export.
9. The **Save Data** screen is displayed.
10. From the **Save Data** screen, click **OK** to export the data.

NOTE: The steps for exporting data will vary depending on the export option selected.

The Analysis & Reporting Module

Introduction to the Reporting Module

The Analysis & Reporting module provides several reports to show how learners performed on tests and against the standards that have been taught. Reports can be run on single tests, multiple tests for the same class, or a single test for multiple classes. The following table provides an overview of the available reports:

Report	Description
Class Frequency Distribution	Displays the distribution of learner grades through the selected grade scale.
Class Item Analysis	Displays an analysis of how questions were answered on a question by question basis.
Class Performance Statistics	Displays how class as a whole performed and identifies specific learner's scores.
Class Standards Proficiency	Displays how the class performed as a whole on each standard in the standards hierarchy.
Class Standards Summary	Displays a condensed view of how the class performed on each standard in the standards hierarchy.
Learner Roster Report	Displays up-to-date learner/class information.
Learner Standards Proficiency	Displays how each individual learner performed on each standard in the standards hierarchy.
Learner Test Report	Displays one report per learner showing how each question was answered and the standard tested.
Test Statistics	Displays test statistics on a per class basis.
Detailed Item Analysis	Displays how learners and classes performed in detail on a per item basis.
Item Statistics	Displays mean and deviation analysis for each item.
Comparative Class Statistics	Displays various statistics comparing class performance.
Comparative Learner Statistics	Displays various statistics comparing learners.
Demographic Comparison Report - Average Proficiency	Displays test statistics broken down by various demographic groups.
Demographic Comparison Report - Percent Proficient	Displays the percentage of learners meeting the designated proficiency overall and the percentage of those who passed the learning objective, within the selected demographics categories.
Cumulative Class Standards Proficiency	Displays how the class performed as a whole on each standard in the standards hierarchy for multiple tests.
Cumulative Learner Standards Proficiency	Displays how each individual learner performed on each standard in the standards hierarchy for multiple tests.
Standards at Risk	Displays how proficient learners are relative to stated objectives.
Learner Instructional Targets Reports	Displays the percent of proficiency for each learning objective for each learner.

The Analysis and Reporting module consists of the following procedures:

- Selecting a class or classes on which to base the report
- Selecting a test or tests on which to base the report
- Selecting the report to be displayed

Once reports are run, there are many additional options, including printing, exporting, and filtering.











Before running reports, make sure you have entered the Analysis and Reporting module of the software by clicking the **Analysis & Reporting** button on your **Prosper assessment system** main screen.















See Also

[Running Reports](#)

Using the Analysis & Reporting Module

Once you have run a report, the Analysis and Reporting module has several toolbar options. An overview of these options is provided below.

Toolbar Button	Option	Description
	Open Report	Opens a previously saved report file.
	Save Report	Saves an open report as a file to be used within Prosper assessment system software.
	Export Report	Exports a report to RTF, PDF, HTML, TIF or Text formats.
	Export Results	Exports results to be used for sending to a database.
	Export Gradebook	Exports to Gradebook applications: InteGrade Pro®, MyGradeBook, Pearson Inform, Grade Busters, Grade Quick, Grade Machine, Gradebook2, Perception, ParSCORE, and Custom.
	Custom Report Builder	Builds custom reports based on filters.
	Default Reports	Resets the current report to non-filtered data.
	Report Properties	Displays report properties including header, format and body options.
	Reporting Preferences	Sets the Reporting options, including proficiency percentages and colors, grade scales and number of decimal places to use in reports.
	Ruler	Displays or hides the ruler

Toolbar Button	Option	Description
	Full Screen	Displays the current report in full-screen mode.
	Table of Contents	Displays or hides the table of contents.
	Print Report	Prints the current report.
	Find	Searches for user-specified text on the page.
	Single Page	Displays the report as a single page.
	Multiple Pages	Displays reports across multiple pages in one screen.
	Zoom Out	Zooms the display out on the report.
	Zoom In	Zooms the display in on the report.
	Page Width	Displays the report at a user-specified zoom level.
	Previous Page	Moves to the previous page in the report.
	Next Page	Moves to the next page in the report.
	Page	Displays the page number currently being displayed in the report and the number of pages in the report.
	Move Backward	Goes back one page in the report.
	Move Forward	Goes forward one page in the report.

Running Reports

Reports can be run on any tests that contain data. You can run reports on the current data set directly from the Data Collection and Scoring module. Or, you can enter the Analysis and Reporting module and choose the classes and test(s) on which to report.

NOTE: Instructors can only run reports for their own classes. The Software Administrator can run reports for all instructors' classes.

1. The first step of the **Analysis & Reporting** wizard is to select the program and then the class(es) you would like to use for reporting.
2. Click **Next**.
3. Select the test(s) you would like to use for reporting. All tests that contain data will be listed in the Available Tests box.
4. Click **Next**.
5. Select the report you would like to display from the drop-down list. Depending on the number of tests you have selected, the report options will vary. Cumulative reports can only be run when multiple tests are selected.
6. If desired, you may enter a customized name for the report. From the Report tool bar, click the **Report Properties** button. Under Report Header Options, you can change the Custom Report Title of the standard report name.
7. Click **OK** to save the Report Preferences.
8. From the **[Step 3 (Select Report)]** dialog box, click the **Display** button. The report will be displayed on the screen.

See Also

[Introduction to the Reporting Module \(all available reports are listed\)](#)

Printing Reports

You can print any report to your Windows-supported printer. To print a report:

1. Run the desired report.
2. Click the toolbar button for Print.
3. Select a printer from the Select Printer list.
4. Select the desired print options.
5. Click the **Print** button to print the results.

Printing Multiple Reports

You can print multiple reports to your Windows-supported printer. To print multiple reports:

1. Select the Analysis & Reporting Module.
2. Select a **Program**.
3. Select a **Class(es)**.
4. Click **Next**.
5. Select **Test(s)**.
6. Click **Next**.
You are now at **Step 3** in the Analysis & Reporting wizard
7. Click the **Tools** menu.
8. Select Analysis & Reporting.
9. Then click **Print Reports**.
10. A dialog will appear where you can select which reports you would like to print.

User options in this dialog:

- Select one or more reports to print.
- Print multiple copies.
- Display print setup dialog before each report.

Saving and Opening Reports

You can save all results produced as a report so that the report can be reopened at a later time. You should save reports when you need to reopen them for editing within Prosper assessment system software. Otherwise, export the reports to the HTML, PDF, RTF, TIF, or Text formats or to a gradebook format (see the following sections for more information about exporting reports).

Saving a report:

1. Run the desired report.
2. Click the Save toolbar button to display the **Save Report** dialog box.
3. Enter a file name in the box titled File name.
4. Click the **Save** button to save the file.

NOTE: Reports are saved as .rdf files for use internally in Prosper assessment system software.

Opening a saved report:

1. Select the class and test on which the report is based.
2. Click the **Open Report** toolbar button to display the **Open Report** dialog box.
3. Highlight the report you would like to open and click the **Open** button.

NOTE: Saved reports contain static information. If you want to manipulate reports (e.g., using the Custom Report Builder) you should re-run the report.

See Also

[Exporting Reports](#)

Building Custom Reports

Prosper assessment system software enables you to build filters to parse the data into smaller subsets. For example, you can filter any of the demographic information you have entered in the learners' records in the Class Management module (e.g., Free/Reduced lunch, LEP, Gender, etc.). Building filters involves selecting the field(s) on which to base the query and then the values that correspond to those fields that will provide the subset of learners in which you are interested. Any queries that are built can be saved for repeated use.

1. In the Analysis and Reporting module, select the program, class, and test on which to base the report.
2. Click **Next**.
3. From the tool bar, click the icon for **Custom Report Builder**.
4. In the Field column, select the field containing the information on which you wish to query (e.g., Free/Reduced lunch, Limited English Proficient, custom fields).
5. In the Operator column, select the operator that corresponds to the comparison you will make (e.g., Is Equal to, Is Not Equal to, Is Greater Than, etc.).
6. In the Value column, select the answer choice that will provide the subset of learners on which to base the query.
7. In the And/Or columns, select the correct word that will enable you to complete your query when adding more parameters. Select **And** when adding parameters that must be true in conjunction with the parameter above for the item to be included in the query. Select **Or** when adding parameters to indicate that either parameter in the selected query can be true for the information to be included in the queried data.
8. Continue adding parameters until the query is completely built.
9. Use the **Group** and **Un-group** buttons to group or ungroup parts of the query. This feature is useful when setting up multiple query parameters. It enables you to setup up more specific queries based on your And/Or selection by placing certain parameters within groups.
10. Click the **Save** button to save the query for later use, if desired.
11. Click the **Load** button to open a previously saved query.
12. Mark the Display criteria on custom reports checkbox to show the query parameters on the report.
13. As you build queries you will notice how many records are being captured in the upper right hand corner of the Custom Reports window. The new report will display automatically with your custom information. The report displayed will be based on the last report you had run.
14. Click the **OK** button to run the report.

Available Reports

Class Frequency Distribution

The Class Frequency Distribution report illustrates the dispersion of learners over the selected grade interval. The table displays the Grade, the corresponding Percent Score, the corresponding Raw Score and the number of learners that fall within that range. The range is determined by the grade scale entered in Reporting Preferences. A graph is displayed beneath the table showing the dispersion of learners over the selected interval.

1. From the menu bar, select Tools|Preferences|Reporting.
2. In the Reporting Preferences window, click the Scales tab.
3. In the Grade column, enter the grade that corresponds to each Percent (Min.). For example, if a learner must achieve a 93% to receive an A, enter 93 in the Percent (Min.) and A as the Grade and so forth.
4. In the Percent (Min.) column, enter the minimum percentage grade a learner must achieve for each grade.
5. Click **OK** to save your changes. The Class Frequency Report changes automatically to reflect the new Grades and Percentages values.

See Also

[Introduction to the Reporting Module \(all available reports are listed\)](#)

Class Item Analysis

The Class Item Analysis report provides detailed information on how classes performed on individual test questions.

See Also

[Introduction to the Reporting Module \(all available reports are listed\)](#)

Class Performance Statistics

The Class Performance Statistics report provides basic statistical data regarding a learner's grade, score, percent, number correct, number incorrect, and number missing on a particular test. The name of the class, date scored, instructor name, test identification, and mean class score are also provided.

Using this report, the instructor can see how the class performed as a whole and identify specific learner's scores on each learning objective.

NOTE: The column labeled "Missing" indicates the total number of questions that were unanswered (blanks or multiples).

See Also

[Introduction to the Reporting Module \(all available reports are listed\)](#)

Class Standards Proficiency

The Class Standards Proficiency report displays all of the standards in the selected standards hierarchy and a breakdown of how the class performed on each standard. The report shows how many learners in the selected class were proficient in each standard that was tested. Proficiency is indicated with a green box with a check mark. Non-proficiency is indicated with a red box with an X. (These colors and the level indicating proficiency can be customized in the Reporting Preferences dialog under the Proficiency Settings tab.)

When the Class Standards Proficiency report is displayed, each standard in the standards hierarchy will be displayed in the table of contents on the left side of the window. The text of each standard will be displayed in the report, beginning at the highest level of the standards hierarchy. When the lowest level of the hierarchy is reached, the number of learners who were proficient in that standard will be listed.

See Also

[Introduction to the Reporting Module \(all available reports are listed\)](#)

Class Standards Summary

The Class Standards Summary report displays all of the standards in the selected learning objectives hierarchy and a breakdown of how the class performed on each standard in a condensed format. The standards in the hierarchy are displayed across the top of the report and the learners are displayed down the left side of the report. For each learner and each standard listed, a box with either a check mark or an X is displayed. You can then quickly assess which standards need further teaching and/or which learners need further assistance to master the standard. (The colors and the level indicating proficiency can be customized in the Proficiency Settings tab in the Reporting Preferences dialog.)

See Also

[Introduction to the Reporting Module \(all available reports are listed\)](#)

Comparative Class Statistics

The Comparative Class Statistics report provides proficient and not proficient percentages on a per class basis.

See Also

[Introduction to the Reporting Module \(all available reports are listed\)](#)

Comparative Learner Statistics

The Comparative Learner Statistics report provides proficient and not proficient percentages on a per learner basis for each learning objective.

See Also

[Introduction to the Reporting Module \(all available reports are listed\)](#)

Cumulative Class Standards Proficiency

The Cumulative Class Proficiency report displays the same information as the Class Proficiency report; however, it can be run on multiple tests. The Class Standards Proficiency report displays all of the standards in the selected standards hierarchy and a breakdown of how the class performed on each standard. The report shows how many learners in the selected class were proficient in each standard that was tested. Proficiency is indicated with a green box with a check mark. Non-proficiency is indicated with a red box with an X. (These colors and the level indicating proficiency can be customized in the Proficiency Settings tab in the Reporting Preferences dialog.

If an instructor teaches more than one section of a class, the instructor can select multiple sections and then the tests on which to base the report. Or if an instructor wants to see how a particular class is performing mid-way through an instructional term, the instructor can select the class and all of the tests taken to that point, and run the Cumulative Class Standards Proficiency report. The report will show the instructor how the class(es) are performing on the standards at that point.

NOTE: When running cumulative reports with a large number of classes, tests, or learners, reports can take a longer amount of time to display.

See Also

[Introduction to the Reporting Module \(all available reports are listed\)](#)

Cumulative Learner Standards Proficiency

The Cumulative Learner Proficiency report displays the same information as the Learner Standards Proficiency report; however, it can be run on multiple tests. Each learner is listed in the report header and table of contents. For each learner, the text of each standard will be displayed in the report, beginning at the highest level of the standards hierarchy. When the lowest level of the standards hierarchy is reached, the number of questions the learner answered correctly that pertained to that particular standard will be listed. Proficiency is indicated with a green box with a check mark. Non-proficiency is indicated with a red box with an X. (These colors and the level indicating proficiency can be customized in the Proficiency Settings tab in the Reporting Preferences dialog.

If an instructor teaches more than one section of a class, the instructor can select multiple sections and then the tests on which to base the report. Or if an instructor wants to see how a particular class is performing mid-way through an instructional term, the instructor can select the class and all of the tests taken to that point, and run the Cumulative Learner Standards Proficiency report. The report will show the instructor how the learners in those classes are performing on the standards at that point.

NOTE: When running cumulative reports with a large number of classes, tests, or learners, reports can take a longer amount of time to display.

See Also

[Introduction to the Reporting Module \(all available reports are listed\)](#)

Demographic Comparison Report - Average Proficiency

The Demographic Comparison Report - Average Proficiency provides test statistics broken down by specific criteria. You can select regions from the data on which to base the report. For example, it is useful for comparing demographic groups.

See Also

[Introduction to the Reporting Module \(all available reports are listed\)](#)
[Demographic Comparison Report - Percent Proficient](#)

Demographic Comparison Report - Percent Proficient

The Demographic Comparison Report - Percent Proficient displays the percentage of learners meeting the designated proficiency overall and the percentage of those who passed the learning objective, within the demographics categories you selected. It uses the Class Proficiency percentage setting in Reporting Preferences - Proficiency Settings.

See Also

[Introduction to the Reporting Module \(all available reports are listed\)](#)
[Demographic Comparison Report - Average Proficiency](#)
[Report Preferences](#)

Detailed Item Analysis

The Detailed Item Analysis report provides an in-depth look at individual question statistics. Each item displays in a separate table. The following table describes the statistics that are displayed:

Statistic	Meaning
Question	The question number.
Choice	The available answer choices for the question. The correct answer choice is bold, italic, and encircled.
Learners	The number of learners who chose each choice.
Percent	The corresponding percentage of the frequency of learners choosing each answer choice.
Objectives	A list of the objectives that were measured by the question.
Prescription	The reference in the publisher materials where learners and instructors can lookup information on this particular question.

A bar graph is displayed corresponding to the number of learners who selected each answer choice. The correct answer is indicated in the following three ways:

1. A circle is drawn around the letter.
2. The color of the bars can be selected to differentiate incorrect and correct answer choices.
3. The correct answer choice also has lines through the bar to indicate it is the correct answer. This makes it easier to view, particularly when printing reports on black and white printers.

See Also

[Introduction to the Reporting Module \(all available reports are listed\)](#)

Item Statistics

The Item Statistics report displays statistics on individual items (questions). Each item lists number of correct, incorrect, and missing questions. This report also provides the P value and point biserial values for each question.

See Also

[Introduction to the Reporting Module \(all available reports are listed\)](#)

Learner Roster Report

The Learner Roster report displays learner information on a per class basis.

NOTE: To display the LEP and Free/Reduced Lunch options, they must be enabled (turned on) in report properties.

See Also

[Introduction to the Reporting Module \(all available reports are listed\)](#)

Learner Standards Proficiency

The Learner Standards Proficiency report displays how well the learners have mastered each of the standards in the selected hierarchy. Each learner is listed in the report header and table of contents. For each learner, the text of each standard will be displayed in the report, beginning at the highest level of the standards hierarchy. When the lowest level of the standards hierarchy is reached, the number of questions the learner answered correctly that pertained to that particular standard will be listed. Proficiency is indicated with a green box with a check mark. Non-proficiency is indicated with a red box with an X. (These colors and the level indicating proficiency can be customized in the Proficiency Settings tab in the Reporting Preferences dialog. For any questions that were answered incorrectly, the question numbers are displayed. The prescription for the incorrectly answered questions is also displayed, giving the learners a reference to the publisher materials where they can lookup information on this particular question. At the top of the report, learners will find their overall grade and percent score.

See Also

[Introduction to the Reporting Module \(all available reports are listed\)](#)

Learner Test Report

The Learner Test report displays an overall report on how each learner performed on the test. The report displays the question number along with the answer the learner selected. Next to each answer is a green box with a check mark if the question was answered correctly or a red box with an X if the question was not answered correctly. (The colors and the level indicating proficiency can be customized in the Proficiency Settings tab in the Reporting Preferences dialog. For each question that was answered incorrectly, the Prescription is displayed. The Prescription provides a reference to the publisher materials where learners can lookup information on this particular question. The standards that were tested for each question are also listed. At the top of the report learners will find their overall grade and percent score.

See Also

[Introduction to the Reporting Module \(all available reports are listed\)](#)

Test Statistics

The Test Statistics report provides detailed test statistics on a per class basis.

See Also

[Introduction to the Reporting Module \(all available reports are listed\)](#)

Standards at Risk Report

The Standards at Risk Report shows the percentage of learners that are identified as proficient in an overall learning objective and by each specific learning objective. In addition, it shows the number of learners by objective and the percentage of learners that are not proficient.

See Also

[Introduction to the Reporting Module \(all available reports are listed\)](#)

Learner Instructional Targets Report

The Learner Instructional Targets Report identifies the percent of proficiency for each learning objective for each learner, and the overall percentage in which the learner is not proficient.

See Also

[Introduction to the Reporting Module \(all available reports are listed\)](#)

Preferences and Properties

Reporting Preferences

Reporting preferences can be customized when displaying reports. These are implemented through the **Reporting Preferences** dialog box. While in the Analysis & Reporting module, click Tools | Preferences | Reporting; or, from the Analysis & Reporting Module, "Step 3: Which report would you like to display?", click the Reporting Preferences icon.

The **Reporting Preferences** dialog box is displayed. It has three folders: Proficiency Settings, Scales, and General.

See Also

[General Reporting Preferences](#)
[Proficiency Settings](#)
[Scales](#)

General

The General tab includes the following.

- Reporting Learner Representation
 - To select the Last name, first name format, click (enable) the button to the left.
 - To select the First name, last name format, click (enable) the button to the left.
 - To select the Learner ID format, click (enable) the button to the left.

Click the **OK** button to save your changes.

NOTE: If the Report templates path is invalid, reports will not be displayed.

See Also

[Proficiency Settings](#)

Proficiency Settings

The Proficiency Settings tab includes.

- **Proficiency Percentages:**
 - Class proficiency percentage is calculated by the number of learners tested as proficient in the objective divided by the number of learners tested in that objective.
 - Learner proficiency is calculated by the number of points awarded divided by the total number of points possible for that objective.
- **Override instructor proficiency levels with these values.** When checked by the Software Administrator, the proficiency percentages will override any values set by an instructor.
- **Report Color Coding:**
 - Select the color to be used on the reports when displaying Proficiency.
 - Select the color to be used on reports when displaying Non-proficiency.

- Select the color to be used on the reports when displaying Not tested.

When you've completed all entries, click **Apply** or **OK**.

See Also

[General Reporting Preferences](#)

Report Properties

Reporting properties can be customized when displaying reports. These are implemented through the **Report Properties** dialog box. While in the Analysis & Reporting Module, "Step 3: Which report would you like to display?", click the Report Properties icon. The **Report Properties** dialog box is displayed.

You can accept the defaults or customize your report header options (color, title, page, and grade), format options (decimal places), body options (learning objectives, number missing, correct, or incorrect), and footer options (location and page number).

1. Click the minus (-) or (plus (+) box to the left of the available options and make the appropriate changes.
2. Click OK when finished.

Scales

Grade Scale preferences include the following:

- **Scale Options**
 - The Default Scale: enables you to select previously created scales.
- **Edit/Create Scales**
 - Naming and saving the new scales allows you to use them in the future.
 - The Grade column allows you to indicate the grade level (e.g., A to F).
 - The Percent (Min.) column allows you to set the numeric range that determines the letter grade (e.g., a percent minimum of 90 indicates that all scores of 90 and higher are A's).

Exporting Reports

Exporting Reports

Prosper assessment system software can export reports to an [HTML](#) file format to publish information to the Internet or an Intranet, or to [PDF](#), [RTF](#), [TIF](#), and [Text](#) formats. Grade reports can also be saved to one of several gradebook formats ([InteGrade Pro](#), [Grade Busters](#), [Grade Quick](#), [Grade Machine](#), [Gradebook2](#), [MyGradeBook.com](#), [Perception](#), [Pearson Inform](#), [ParSCORE](#) and [Custom](#)).

Export Report to HTML Format

Prosper assessment system software enables you to export reports to the HTML format for publishing information to the Internet or an Intranet.

1. Run the desired report.
2. Select the toolbar button for Export.
3. In the **Export** dialog box, select **HTML** from the Export format drop-down list.
4. In the Images folder box, click the ellipsis (...) to choose a location in which to save images associated with the HTML file.
5. Enter a title for the HTML file in the HTML title box, if desired. The title is displayed on the Title Bar of the HTML file when opened in a web browser.
6. Select an HTML format from the HTML format box: HTML 3.2 or Dynamic HTML. HTML Format produces HTML output that complies to a particular HTML standard.
7. Select a table of contents format from the Table of Contents format box: None, Simple HTML, Dynamic HTML, XML. The TOC format determines if and how the table of contents will be exported.
8. If desired, click any of the remaining checkboxes to include those options in the formatting of your report: Create Cascading Style Sheet (file will include cascading style sheets), Create frames (file will include frames), Create MIME Archive (determines if the pages will be exported as a MHT archive), Single page output (creates a one-page HTML file).
9. Click the **OK** button to save the file.

See Also

[Exporting Reports \(all export options are listed\)](#)

Export Report to PDF Format

Prosper assessment system software enables you to export reports to PDF (Portable Document Format), which can be useful for transporting information to spreadsheet and database type programs.

1. Run the desired report.
2. Select the toolbar icon for Export Report.
3. In the **Export** window, select Portable Document Format (PDF) from the Export format drop-down list.
4. Click the ellipsis (...) to choose a location in which to save the PDF file and enter a file name.
5. From the Acrobat Version drop-down list, select the version of Adobe Acrobat for the file: 2.1, 3.x or 4.x.
6. From the Image Quality drop-down options list, select the quality setting for any images (e.g., graphs) included with the report. The Image Quality settings are Low, Medium, High, and Maximum.
7. File size ranges from "Smaller" to "Larger" and corresponds to the Image Quality setting. The File size setting is automatically set when the Image Quality option is selected.
8. In the **Export** window, click **OK**.

See Also

[Exporting Reports \(all export options are listed\)](#)

Export Report to RTF Format

Prosper assessment system software enables you to export reports to the RTF (rich text format), which enables you to open or edit the document in Microsoft Word.

1. Run the desired report.
2. Select the toolbar icon for Export Report.
3. In the **Export** window, select Rich Text Format (RTF) from the Export format drop-down list.
4. Click the ellipsis (...) to choose a location in which to save the RTF file.
5. In the Save As dialog, enter a file name in the File name box.
6. Click the **Save** button to save the file.
7. In the **Export** window, click **OK**.

See Also

[Exporting Reports \(all export options are listed\)](#)

Export Report to Text Format

Prosper assessment system software enables you to export reports to a text file format, which can be useful for transporting information to spreadsheet and database type programs.

1. Run the desired report.
2. Select the toolbar icon for Export Report.
3. In the **Export** window, select **Text** from the Export format drop-down list.
4. Click the ellipsis (...) to choose a location in which to save the text file.
5. In the Save As dialog, enter a file name in the File name box.
6. Click the **Save** button to save the file.
7. Choose a delimiter from the Text delimiter drop-down list: Comma, Tab or Space.
8. If desired, mark the check box Suppress empty lines to eliminate any empty lines in the text file.
9. If desired, mark the check box for Unicode to include Unicode encoding in the text file. Unicode provides a unique number for every character and is considered a standard encoding protocol.
10. In the **Export** window, click **OK**

See Also

[Exporting Reports \(all export options are listed\)](#)

Export Report to TIF Format

Prosper assessment system software enables you to export reports to TIF (tagged image format), which creates an image file that can be transported, included in another document, etc.

1. Run the desired report.
2. Select the toolbar icon for Export Report.
3. In the **Export** window, select Tagged Image Format (TIF) from the Export format drop-down list.
4. Click the ellipsis (...) to choose a location in which to save the TIF file.
5. In the Save As dialog, enter a file name in the File name box.
6. Click the **Save** button to save the file.
7. In the **Export** window, click **OK**.

See Also

[Exporting Reports \(all export options are listed\)](#)

Exporting Report Information to Gradebook Programs

Exporting Grade Results to Gradebook Programs

Prosper assessment system software provides the ability to save to ten popular Gradebook packages: [InteGrade Pro](#), [MyGradeBook](#), [Pearson Inform](#), [Grade Busters](#), [Grade Quick](#), [Grade Machine](#), [Gradebook2](#), [Perception](#), [ParSCORE](#), and [Custom](#).

1. Run the desired report.
2. Select the toolbar icon for **Export Gradebook**.
3. In the **Export** window, select the desired gradebook format from the Format drop-down list.
4. A window will be displayed for each gradebook type. After entering gradebook specific information, click the **Export** button to export the gradebook file.

Grade Busters Format

The Grade Busters format creates a text (.txt) file for importing into Jay Klein Productions' Grade Busters: Making the Grade gradebook program.

NOTE: You must use a three-digit Learner ID to export to the Grade Busters format.

The following options must be set for the Grade Busters format:

Option	Function
Raw score	The raw score must be included in this format.
Total assignment points	This value is handled internally in Remark Classic OMR and automatically entered into the saved gradebook file.

See Also

[Exporting Grade Results to Gradebook Programs \(all formats are listed\)](#)

Grade Machine Format

The Grade Machine format creates a text (.txt) file for importing into Misty City Software's Grade Machine gradebook program.

The following options must be set for the Grade Machine format:

Option	Function
Corresponding assignment ID	Sets an identification heading in the Grade Machine software.
Import Grade From	Use this setting to choose which grade statistic to import (percent, letter or raw).

See your *Grade Machine User's Guide* for more information regarding these options.

See Also

[Exporting Grade Results to Gradebook Programs \(all formats are listed\)](#)

Grade Quick Format

The Grade Quick format creates a text (.txt) file for importing into Jackson Software's Grade Quick gradebook program.

The following options must be set for the Grade Quick format:

Option	Function
Positioning Information	Use these settings to specify score and ID field information for the text file. The default information should not need to be changed. A position file is automatically created with this information when the results are saved.
Import Grade From	Use this setting to choose which grade statistic to import (percent, letter or raw).

See your *Grade Quick User's Guide* for more information regarding these options.

See Also

[Exporting Grade Results to Gradebook Programs \(all formats are listed\)](#)

Gradebook2 Format

The Gradebook2 format creates a .dat file for importing into Excelsior's Gradebook2 gradebook program.

The following options must be set when saving to this format:

Option	Function
Column header	The column heading in the Gradebook2 software.
Data delimiter	Use this setting to select a delimiter for the text file (quotes, apostrophe, tab, or a single character of your choice).
Data separator	Use this setting to select a separator for the text file (comma, tab, space or a single character of your choice).
Import Grade From	Use this setting to choose which grade statistic to import (percent, or letter).

See your *Gradebook2 User's Guide* for more information regarding these options.

See Also

[Exporting Grade Results to Gradebook Programs \(all formats are listed\)](#)

InteGrade Pro Format

The InteGrade Pro format creates a GBK file for importing into the Pearson InteGrade Pro grade system.

The following options must be set when saving to this format:

Option	Function
Task name	An item on which the learner is scored (e.g., a test).
Task date	The date when the task is assigned.
Import Grade From	InteGrade Pro imports raw scores only.

See your *InteGrade Pro User's Guide* for more information regarding these options.

See Also

[Exporting Grade Results to Gradebook Programs \(all formats are listed\)](#)

MyGradeBook Format

The MyGradeBook format creates a file for importing.

The following options must be set when saving to this format:

Option	Function
Teacher ID	Displays the teacher's ID.
Class name	Displays the class name.
Test name	Displays the test's name.
Test date	Displays the date when the task was assigned.
Import Grade From	MyGradeBook imports raw scores only.

See your *MyGradeBook User's Guide* for more information regarding these options.

See Also

[Exporting Grade Results to Gradebook Programs \(all formats are listed\)](#)

ParSCORE Format

The ParSCORE format creates a .sco file extension for importing.

The following options must be set when saving to this format:

Option	Function
Import Grade From	ParSCORE imports raw scores only.

See your *ParSCORE User's Guide* for more information regarding these options.

See Also

[Exporting Grade Results to Gradebook Programs \(all formats are listed\)](#)

Pearson Inform Format

The Pearson Inform format creates a tstdata.txt file for importing.

The following options must be set when saving to this format:

Option	Function
District ID	The district's ID must be entered.
School ID	The school's ID must be entered.
Teacher ID	Displays the teacher's ID.
Test ID	Displays the test's ID.
Test session	The test session must be entered.
Test name	Displays the test's name.
Test date	The date when the task is assigned.
Include learning objectives	Enable the checkbox to include learning objectives.
Import Grade From	Pearson Inform imports percent scores only.

See Also

[Exporting Grade Results to Gradebook Programs \(all formats are listed\)](#)

Perception Format

The Perception format creates a .csv file extension for importing.

The following options must be set when saving to this format:

Option	Function
Import Grade From	Perception imports raw scores only.

See your *Perception User's Guide* for more information regarding these options.

See Also

[Exporting Grade Results to Gradebook Programs \(all formats are listed\)](#)

Custom Format

The Custom format creates a file for importing.

- Using the Decimal Places: up/down arrows, enter the number of decimal places to be displayed on the reports.
- Check or uncheck **Include answer key as first row** option.
- Click the **Export** button.
The **Custom Gradebook Export** dialog box is displayed.
- From the **Save in:** drop-down list, select the directory where you want the file to be saved to.
 - In the File name: window, enter the appropriate file name.

NOTE: You can use the File name: drop-down arrow to select an existing file name.

5. From the **Save as type**: drop-down list, select Custom Text [*.txt*.csv].
Once you've entered this information, click the **Save** button. The **Text Export Wizard** displays **Step 1**.
6. Either click on the **Browse** button and select a previously saved configuration file, or click **Next** to define a new configuration file.
7. **Step 2** displays **File Type & Start Row** and **Export Preview** sections.
Choose the file type you want to export (e.g., **Delimited**) then click **Finish** or **Next**.
8. **Step 3** displays **Column Delimiter & Text Qualifier** section.
Select a column delimiter and text qualifier then click **Next** or **Finish**.
9. The **Custom Gradebook Export Wizard** dialog box displays **Step 4**.
Select a record delimiter then click **Next** or **Finish**.
10. Step 5 displays.
Optionally exclude one or more fields and/or add record breaks after one or more fields and then click **Finish**. The **Save Text Export Configuration** message is displayed.
11. Click one of the following:
 - **Yes** to save the text export configuration for future use.
 - **No** to not save the text export configuration for future use.
 - **Cancel** to return to the Custom Gradebook Export Wizard enabling you to make changes/modifications to your previous export configurations.

See Also

[Exporting Grade Results to Gradebook Programs \(all formats are listed\)](#)

Software Administrator Options

Software Administrator Overview

When Prosper assessment system software is first installed, the installer creates an Administrator account. This account entitles the instructor (with administrator access) to certain privileges when using the software. These privileges include:

- Setting password access and account logon properties for all users
- ID generation for instructors and classes
- Compacting the software databases
- Importing instructor, class, and learner information into the software
- Importing new versions of standards databases
- Creating, importing, copying, and deleting programs
- Setting up directory locations for data and report files
- Setting current term and creating a new term
- Exporting database information
- Assigning Administrator privileges
- Unlocking, deleting, and editing instructors' accounts. Changing administrators. Adding administrators
- Defining up to 16 additional learner demographic fields
- Editing tests
- Importing multiple test versions
- Deleting or adding learning objectives
- Introduction to answer sheets
- Running reports on all instructors
- Setting up database backup

Importing ExamView Tests with Learning Objectives Defined

When importing tests from ExamView, learning objectives can be defined at the state, learning objective, local, and national level. The software needs to know which learning objectives to use when an ExamView test is imported. Prosper assessment system software enables the Software Administrator to select whether to import K-12 State Standards, Learning Objectives, Local Standards, and National Standards.

When importing tests that utilize State Standards, you may also select the appropriate state to use. The software will look for an ExamView installation and see which state is selected in that software. However, if you specify a state in the **Test Import** preferences, this setting will override any ExamView settings. Finally, if ExamView is not installed and no state preference is selected in Prosper assessment system, State Standards will be ignored.

1. From the **Software Administration** dialog box, select the **Test Import** tab.
2. In the ExamView Test Import Settings list, click the check boxes that are appropriate.
NOTE: For the **State Standards** option, use the drop-down arrow to select the relevant State.
3. Click the **Apply** button to change your ExamView Test Import Settings.

See Also

[Importing a Test](#)

Scanning Multiple Instructors' Tests

The Software Administrator has the ability to scan multiple instructors' tests. Reports can be run by the individual instructor or by the Software Administrator.

To scan multiple instructors' tests:

1. Log in as the Software Administrator.
2. From the Prosper assessment system menu bar, select **Tools | Scanner Setup** and the appropriate scanner. Verify that all values/settings are correct and click **OK**.
3. Click **Data Collection & Scoring** on the left side of the program to go into the **Data Collection & Scoring** module.
4. All instructors and classes will be available for selection. Select the class and program you wish to scan.
5. Click **Next**.
6. Select the test with which you wish to scan.
7. Click **Next**.
8. Select the available scan option and select the answer sheet; or, hand-enter the test information. When finished, click **End Scan** (if available) or **Finish** if hand-entering information.

The data is automatically saved to the database and ready for reporting.

NOTE: Instructors without administrator privileges may only report on their own classes.

Exporting Database Information

You may wish to export the data contained in Prosper assessment system software databases for use in other applications or at a district level. The types of files that can be exported are:

- Test Data
- Access Database
- Prosper Database
- Remark Classic OMR Template
- Program database (single license version only)
- Class Management Data (single license version only)

Either file may be imported into another version of Prosper assessment system software to facilitate the sharing of information. In addition, the Class Management Data can be used with Microsoft Access for further reporting purposes.

When exporting large amounts of data, you can export everything or make 50 selections per export screen.

Exporting Program Databases

1. Select the **Class Management** module.
2. From the **File** menu click **Export** and select **Access Database**. The **Database Export Wizard** dialog box appears.
 - NOTE:** The exported data cannot be reimported into the Prosper assessment system.
3. Select the tables from the Select Tables list that you want to export.
4. Click **Export**. The **Export Database** dialog box appears.
5. Select the folder where you would like to save the Microsoft Access (.mdb) file and click **Save**. You will receive a message stating that the database has been successfully exported.

Exporting Prosper Databases

The following describes how to export the Prosper Class Management (network) database to a Microsoft Access Database file.

1. Select the **Class Management** module.
2. From the **File** menu click **Export** and select **Prosper Data**. The **Database Export Wizard** dialog box appears.
3. Select specific term data to export by selecting **Step 1** and the appropriate term. If not specified, all term data will be exported.
4. Click **Next**. **Step 2** of the **Database Export Wizard** dialog box appears.
5. If applicable, select specific instructor data to export, then click **Next**. If not specified, all instructor data will be exported. **Step 3** of the **Database Export Wizard** appears.
6. Select one or more specific programs to export. If not specified, all programs will be exported.
 - NOTE:** Any programs associated with exported classes will automatically be exported.
7. Click **Next**. **Step 4** of the **Database Export Wizard** dialog box appears.
8. Using the **ellipsis** button, browse to the folder where you want to save the database.
 - NOTE:** The export process may take a long period of time and consume considerable resources when exporting a large amount of data.

9. Verify that the path displayed in the Export database destination window is correct, then click **Export**. You will receive a message indicating that the database has been successfully exported.
10. Click **OK**. You may now open the Access file within Microsoft Access or import it into another copy of Prosper assessment system software.

See Also

[Importing Databases](#)

Importing Databases

The Software administrator has the capability of importing three types of databases:

- **ASCII Delimited (Tab or Comma)** - This is used to import any data that was exported to an ASCII delimited format, such as instructor, class, and learner information. Importing of this data type must be in a tab or comma delimited text file.
- **Prosper 4.x - 5.x Database** - Any data that was created using Prosper assessment system, version 4 or 5.
- **Upgrade Prosper 3.x or Earlier Installation** - Any data that was created using Prosper assessment system, version 3 or earlier.

CAUTION: For network installations, users must be logged out of Prosper before importing class management information and Prosper databases and before exporting a Prosper database. The Software Administration function (see [Performing System Maintenance](#)) includes scheduling and a notification to users that maintenance on the system will be performed. If a maintenance schedule has not been set up, the **Application Maintenance** message will appear when attempting to import a database.

Importing Prosper Databases

When the network version of Prosper assessment system is first installed, perform the following in order to establish a central database with data from one or more instructors who previously maintained their own information on a local workstation.

To import a Prosper database:

1. First select the **Class Management** module.
2. Click **File** from the menu bar and select Import | Prosper Data. The program displays the **Import Wizard** dialog box.
3. From the Import Type drop-down list, select **Prosper 4.x - 5.x Database** or **Upgrade Prosper 3.x or Earlier Installation**.
4. Click the **Browse** button to select the folder location to upgrade where the old version of the Prosper database is located.
5. Select the appropriate option for Overwrite Existing Data: **Prompt**, **Always**, or **Never**.
6. Select Import options:
 - **Import custom views of learner demographics** - Prosper 5.x, 4.x, 3.x or earlier installation
 - **Import administrative preferences** - Prosper 5.x, 4.x, 3.x or earlier installation
 - **Import security groups and privileges** - Prosper 5.x or 4.x installation
 - **Import new grade scales** - Prosper 5.x or 4.x installation
7. Click **Import**. The program will extract the information from the old Prosper database and import it into the new SQL database. This can be done as many times as necessary. The old Prosper files are left intact.

See Also[Exporting Database Information](#)

Performing System Maintenance

Periodically, maintenance tasks such as software updates, taking down the server, importing class management information, and exporting a Prosper database must be performed. During system maintenance, users must be logged out. The Software Administration function includes a scheduling and notification to users that maintenance on the system will be performed. We recommend that users do not access the system during the maintenance period and that all users currently using the Prosper assessment system log off.

IMPORTANT: Importing and exporting of Prosper Data and importing of Class Management data can only be performed during the scheduled maintenance period. All users must be logged out. A scheduled maintenance start and end time must be set up in order to perform these data imports and exports.

1. From the **Software Administration** dialog box, click the **Maintenance** tab.
2. Check **Schedule Application Maintenance** check box.
3. Enter a Maintenance start time in the text box or click the calendar icon and select a date.
4. Enter a Maintenance end time in the text box or click the calendar icon and select a date.
5. Enter the number of Notification (minutes) that instructors will be notified prior to the scheduled maintenance period.

NOTE: All users must log off from the system and must not log back in until the maintenance period has ended. (Only the user that scheduled maintenance can be logged in.) In order to enforce this standard, users will not be able to access the system. If any users are logged in, the application will terminate following an appropriate warning.

If users are logged off, a notification message will appear that states that scheduled maintenance is being performed. If users are still logged in a notification will appear that maintenance has been scheduled during the stated time and the approximate minutes it will occur.

6. Click Set Time Period.
7. Click Apply and then click OK. A notification will automatically be sent to all users prior to the scheduled maintenance period.

NOTE: If the importing of class management data has not completed within five minutes of the scheduled maintenance end time, the end time will be extended another 20 minutes.

Forcing Users to Log Off

In certain instances it may be necessary to force users to log off of the system. To force a user to log off, do the following:

1. In the Software Administration dialog, select the **Instructors** tab.
2. Change the **Logged In** status from **Yes** to **No**.
3. When the selected instructor switches modules, they will be automatically logged off of the system. The displayed message is "Your account has been logged off from another system. Please login again."

Maintaining Instructor, Class and Learner Information

Managing Instructors

The Software Administrator has access to not only his or her own classes and learners, but also to any other instructor's classes and learners. This enables the Software Administrator to manage instructors, import information, and process tests for any instructor. When the Software Administrator logs into the software, all of the information will be visible.

Since the Software Administrator can see other instructors and classes, he or she therefore has the ability to manage instructors and their classes using the Software Administration function.

There are two ways to display the **Software Administration** dialog box:

- From the **Tools** menu, select **Software Administration**; or
- From the Prosper assessment system main window, click the **Software Administration** button (lower left-hand corner) and select the **Instructors** tab.

See Also

[Deleting or Editing an Instructor](#)

[Adding an Instructor](#)

[Assigning Administrator Control to Another Instructor\(s\)](#)

Adding an Instructor

From the **Software Administration, Instructors** tab you can add a new instructor and assign security groups.

1. To add a new instructor, click **New** from the **Instructors** tab of the **Software Administration** dialog box. The **Add New Instructor** dialog box is displayed.
2. Enter the **Salutation**, **First name** and **Last name** and the **Password**, **Verify Password**, and **Security Group** information. Instructor ID, First name, Last name and Security group are required. Salutation, Password, and Verify Password are optional.
3. Click **Add**.
4. If entering a password, you must also enter a **Password Hint** and **Hint Answer** when prompted. The hint must be at least two characters long.
5. Click **OK** to finish.

NOTE: An instructor is automatically added as active. Since there is a limited number of users you can add (based on the purchased license agreement, you can inactivate users in order to add more users. The total number of active users cannot exceed the number based on the license agreement.

See Also

[Deleting or Editing an Instructor](#)

[Assigning Administrator Control to Instructors or Other Administrators](#)

Importing Instructor, Class, and Learner Information

The Software Administrator has the ability to import instructor, class, and learner information into Prosper assessment system software to expedite the process of entering information. The information must be entered in the format specified below in a tab or comma delimited text file.

The file format for importing data has the following specifications:

Section	Field Name	Field Number
Instructor Section	InstructorID	0
	InstructorSalutation	1
	InstructorFirst	2
	InstructorLast	3
	InstructorPassword	4
Class Section	ClassID	5
	ClassName	6
	ClassProgram	7
	ClassPeriod	8
	ClassRoom	9
Learner Section	LearnerID	10
	LearnerFirst	11
	LearnerLast	12
	LearnerGender	13
	LearnerGradeLevel	14
	LearnerBirthday	15
	LearnerEthnicity	16
	LearnerFreeLunch	17
	LearnerLEP	18
	LearnerMigrantStatus	19
User Defined Fields	LearnerDisabled	20
	LearnerNotes	21
	User Field 1...	22...
	(Up to 16) ...User Field 16	...37

When creating the text file to import you MUST have all the fields listed above. You may import blank fields, but you must still include the delimiter (comma or tab). Once you have completed the import, if problems occurred a log file will be generated. You may review the log file, correct the problems encountered and then re-import the file.

NOTE: Existing information will be overwritten (not duplicated) when the file is imported.

You have the choice of importing just instructors, instructors and classes or instructors, classes and learners. Use the following table as a guide for what is necessary to import each component.

Importing Instructors	Importing Classes	Importing Learners
Required Fields:	Required Fields:	Required Fields:
Instructor ID	Instructor ID	All instructor fields
Instructor Salutation	Instructor First Name	All class fields
Instructor First Name	Instructor Last Name	Learner ID
Instructor Last Name	Class ID	Learner First Name
NOTE: Instructor Salutation may be left blank but there must be a field delimiter in the import file.	Class Name	Learner Last Name
	Class Program	NOTE: You must have in the import file, all instructor and class fields before the three required Learner fields.
	NOTE: There must be field delimiters for Instructor Salutation and Password.	

1. In the Class Management module, select the **File** menu and then select Import | Prosper Data.
2. Select the Import Type. There are three options: ASCII Delimited (Tab or Comma), Prosper 4.x - 5.x Database, and Upgrade Prosper 3.x or Earlier Installation.
3. Use the ellipsis button to navigate to the directory where your import file is located.
4. Select the text file, formatted as indicated above, that you wish to import.
5. Click **Open** to select the file and place the pathname in the File location box.
6. Click **Import** to import the file.

Once the file is imported, a message will be displayed indicating the success of the import process. If there were any problems encountered, you will be given the opportunity to view a log file.

Modifying Instructor, Class, and Learner Information

The Software Administrator has access to not only his or her own classes and learners, but also to any other instructor's classes and learners. This enables the software administrator to manage instructors, import information, and process tests for any instructor. When the Software Administrator logs into the software, all of the information will be visible.

See Also

- [Managing Instructors](#)
- [Scanning Multiple Instructors' Tests](#)

Deleting or Editing an Instructor

The **Software Administration, Instructors** tab, enables you to delete or edit existing instructor information:

- **Delete Instructor** - To delete an instructor, highlight the instructor's name within the list and then click **Delete**. You cannot undo the delete.
- **Change Active Status** - To change an instructor's Active status, highlight the instructor's name within the list and then select **Yes** or **No** in the drop-down list in the Active column. Click **Apply** or **OK** to complete the status change.

TIP: If you are at the instructor limit of your license agreement and need to swap instructors between active and inactive to manage within your limit: First change an instructor to inactive and click Apply; then, change an instructor to active and click Apply.

In the Class Management module, inactive instructors **with classes** appear in the Instructor Database list with a gray icon and name; inactive instructors **without classes** are not included in the Instructor Database list

- **Edit Instructor Information** - To edit instructor information, highlight the instructor's name, then click **Edit**. The **Edit Profile** dialog box is displayed. In Edit Profile:
 1. You may change the **Salutation**, type over the **First name, Last name, Password** and **Verify Password**, or edit the password hint by clicking **Edit Hint**. In addition, you must assign/select a **Security Group** to which the instructor belongs.
 2. Click **Update** to submit the changes and return to the Software Administration - Instructors dialog box.

After completing your changes, click a different tab to continue working in Software Administration or click **OK** to close the dialog box.

See Also

[Adding an Instructor](#)

[Assigning Administrator Control to Another Instructor\(s\)](#)

Importing Class Management Data (Single License Version)

The following procedure applies only to the single license version of Prosper assessment system software.

1. Select the **Class Management** module.
2. Click the **File** menu and select **Import**, then click **Class Management Data**.
3. In the **Management Data Import Wizard** dialog box, click the drop-down list under Import Type and select Microsoft Access Management Database.
4. Click the ellipsis button and browse to the Import Database directory or the directory where you will find the .mdb file.
5. Select the .mdb file and click **Open**.
6. Determine how you would like to handle how duplicate data is overwritten by selecting: Always, Prompt, or Never.
7. Verify the path displayed under the MDB File Location and click **Import**. There are two possible actions:
 - If the imported term matches the current term, the data will import into the current term. Prosper assessment system will then display the message **Import Successful** and provides a summary of the number of records that were imported or updated. Click **OK**.
 - If the imported term does not match the current term, the **Select Existing or Add New Term** dialog box is displayed, click the appropriate option button and click **OK**.

NOTE: If you select the Import into an existing term option, you will be prompted for duplicate learners, classes, teachers, etc. Click **No** to each of these prompts.

Prosper assessment system imports the class management database and displays the message **Import Successful** and provides a summary of the number of records that were imported or updated.

Importing State Standard Databases

The example below is for the Minnesota Academic Standard. For other state standards, the prompts may differ after step 4.

1. From the Learning Objectives Wizard, select the Import program option button.
2. Click the ellipsis button and browse to the state standards directory (or to the directory where you keep state standards). (Supported file formats include .jxss, .xml, .zip, .mdb, and .xls)
3. Select the appropriate file and click **Open**.
4. From the **Learning Objectives Wizard** dialog box, click **Import**. The **Select Grade Levels** dialog box is displayed.
5. Select the appropriate grade level(s), then click **Next** . The **Select Subject Areas** dialog box is displayed.
6. Select the appropriate subject area(s), then click **OK**. Prosper assessment system software imports the state standards and displays the imported program and learning objectives in the left column's tree structure.
7. Click **Finish** to exit the Learning Objectives Wizard.

NOTE: After adding or importing a program (learning objective), you will need to add it to the class before any tests created in the program can be used in Data Collection.

Managing Instructor Access

Assigning Administration Privileges to Instructors or Administrators

The Security Groups dialog box enables you to assign administrator control to an instructor, assign administrators to one or more security groups, or change administration privileges.

NOTE: Having more than one software administrator is useful in cases where the regular software administrator may be unavailable.

1. To assign software administration control to an instructor or to change administration privileges, click **Tools** from the menu bar and select **Security Groups**. The **Manage Groups** dialog box appears.
2. Select the name of the appropriate group from the **Security Groups** drop-down list. The group name appears in the **Group Name** box.
3. Expand the appropriate **Group Privileges** list by clicking the **+** symbol or the **Enable All Privileges**, if not already expanded.
4. Make sure the privileges that are checked are the ones you want assigned to the instructor.
 - a. Click **Update** if the checked privileges are the ones you want to assign, or,
 - b. if you only want to assign some of the privileges, click **New** and enter a new name in the **Group Name** box, then click **Add**. For example, you may want to only assign Term privileges.
 - c. Select the desired privileges you want to assign to the instructor. For example, only privileges that relate to Terms, such as Modify Terms, Delete Terms, Create Terms, and Change Active Term.
5. When finished, click **OK**.

NOTE: When the new Software Administrator logs in, he or she will receive the message as shown below, indicating that he/she is a designated Software Administrator.

You can also assign multiple instructors/administrators to a security group using the **Group Members** tab.

See Also

[Deleting or Editing an Instructor](#)
[Adding an Instructor](#)

Configuring Password Access

The **Account Login Settings** group enables the Software Administrator to configure the use of password access to the software. This includes:

- Minimum length required for a valid password
- Number of password attempts allowed before lockout
- Length (time) of lockout when the number of allowed passwords is exceeded
- The option that only the administrator can unlock an account
- The display of new instructor button on login form

See Also

[Setting Minimum Password Length](#)

[Setting the Number of Invalid Password Entries](#)

[Setting the Duration of the Account Lockout](#)

[Unlocking Accounts](#)

Setting Minimum Password Length

From the **Software Administration, Preferences** tab, do the following:

1. If password access is not desired, set the Minimum password length option to 0. When new users are added to the software, they will not be required to use a password.
2. If password protection is desired, enter a minimum password length in the Minimum password length box. All users will be required to set up a password with this minimum length. If a current password is shorter than the minimum, the user will be prompted to enter a new password at the next login.
3. Click **OK**.

See Also

[Configuring Password Access](#)

[Setting the Number of Invalid Password Entries](#)

[Setting the Duration of the Account Lockout](#)

[Unlocking Accounts](#)

Setting the Number of Invalid Password Entries

The Software Administrator can establish how many times an Instructor can enter an invalid password before the system locks them out. This service protects the software from access by unauthorized persons.

NOTE: Instructors always have the opportunity to regain access to the software by entering their **Password hint** at the login window. If the correct **Hint answer** is entered, they will be able to enter a new password to gain entry. The Password Hint is set up at the time an instructor is created and can be accessed from the **Software Administration** dialog box, **Instructors** tab.

1. From the Software Administration, Preferences tab, do the following:
2. Enter the number of invalid password attempts you would like to allow in the Number of invalid password entries box.

3. Click **OK**.

Once the user has this many invalid attempts, the software will lock them out for the time period specified in the Duration of account logout in minutes option. Users can re-attempt log in once that time period has elapsed.

See Also

[Configuring Password Access](#)
[Setting Minimum Password Length](#)
[Setting the Duration of the Account Lockout](#)
[Unlocking Accounts](#)

Setting the Duration of Account Lockout

The Software Administrator can establish how long users will be locked out of the software once they exceed the number of allowable password attempts. Once the specified time period elapses, users can login again.

From the **Software Administration** dialog box, click on the **Preferences** tab do the following:

1. Enter the duration of lockout in minutes in the Duration of account lockout in minutes: box.
2. Click **OK**.

See Also

[Configuring Password Access](#)
[Setting Minimum Password Length](#)
[Setting the Number of Invalid Password Entries](#)
[Unlocking Accounts](#)

Unlocking Accounts

Only the Software Administrator can unlock accounts. To do this, check the check box for Only administrators may unlock accounts (no time limit).

See Also

[Configuring Password Access](#)
[Setting Minimum Password Length](#)
[Setting the Number of Invalid Password Entries](#)
[Setting the Duration of the Account Lockout](#)

Creating Security Groups

The Security Groups function enables Administrators the capability to:

- create new security groups
- assign instructors to one or more security groups with different access privileges

You can access the Security Groups function by clicking on the Tools menu, then selecting Security Groups, or by clicking the Security Groups button from the Software Administration dialog box.

By default, the program includes two different security groups: Administrators and Instructors [Default]. However, you can create as many security groups as you want. The default Administrators group includes all privileges for Software Administration and all Prosper assessment system modules, plus Custom Views, Reporting Preferences, and Scanner Preferences. These cannot be changed for the key administrator; however, instructors can be assigned different administration privileges.

To create new security groups, do the following:

1. From the Manage Groups dialog box – Group Details tab, click **New**. The Group Name box becomes active.
2. Enter a name in the Group Name box. For example, Admin - Learning Objectives.
3. Click **Add**. The name you created appears in the Security Groups list box.
4. Expand the appropriate Categories that appear in the Group Privileges list by clicking on the **+** symbol next to the category name or by clicking the **Expand All Categories** button.
5. Select the Group Privileges from each of the Categories that you want applied to the Security Group that you just created. For example, you may want to select all of the privileges that appear in the Learning Objectives category, some of the privileges that appear in the Tests & Assessments category and/or some of the privileges that appear in the Software Administration category.
6. Use the **Enable All Privileges** button to select all the privileges within a category. For example, select the Learning Objectives category so that it is highlighted, then click the **Enable All Privileges** button; all the privileges become enabled. Likewise, you can disable all privileges within a category by using the **Disable All Privileges** button in the same manner.
7. When finished click **OK**.

See Also

[Deleting or Editing an Instructor](#)

[Assigning Administrator Control to Instructors or Other Administrators](#)

Assigning Instructors (Members) to Security Groups

To assign instructors to a security group that have specific administrative privileges, do the following:

1. From the **Group Details** tab, select the desired group from the Security Groups drop-down list.
NOTE: The **Security Group** selected in the drop-down list can be a newly created group or one of the default groups: Administrators and/or Instructors [Default].
2. Click the **Group Members** tab. The **Group Members** tab contains two panes. The left pane (**All Instructors**) lists all active and inactive instructors and the right pane (**Group Members**) is used to assign members to the selected **Security Group** (the group you selected from the **Group Details** tab).
NOTE: Make sure you have the correct **Security Group** selected from the **Group Details** tab before you assign instructors to the **Group Members** column.
3. Select one or more instructors from the **All Instructors** pane that you want to become members of the selected **Security Group**.
4. Click the right arrow to add them to the **Group Members** pane on the right. If you want to make a change or remove a member, select the name in the **Group Members** pane and then click the left arrow.
5. Click **OK** when finished.

Administrator Preferences

Administration Startup Processes

When you first install Prosper assessment system, consider performing the following tasks, in the listed order, before Instructors start using the system.

- Setting up system preferences such as account login settings, password characteristics, automatic logoff, and ID generation and display.
- Adding instructors and instructor information.
- Creating security groups with certain program privileges.
- Identifying what administration privileges should be assigned to which instructors.
- Assigning instructors to security groups.
- Setting up directory locations for templates, reports, and images.
- Creating instructional terms.
- Importing old Prosper databases.
- Importing other data such as class management data and state standards.
- Set up a database backup schedule (for Client installations)

Using Administrator Preferences

The Software Administrator accesses the system preferences through the **Software Administration** dialog box.

1. From the **Prosper assessment system** menu bar, select Tools | **Software Administration**; or, click the Software Administration button located in the lower left corner of the main window
2. The **Software Administration** dialog box, **Preferences** tab is displayed.
3. **Preferences** enable an administrator to control:
 - **Account Login Settings** - Set minimum password length, number of invalid password entries, duration of account lockout, etc.
 - **Auto Logoff** - Set whether the software, if idle, should prompt the user before logging them off; and how much idle time to allow.
 - **ID Generation & Display** - Define whether instructor and class IDs will be automatically generated and whether instructor, class, and test IDs will be displayed.
 - **Database** - For Client installations only, perform database compaction and set up performance of routine database backup.
CAUTION: We recommend that you back up your database regularly to prevent data losses. For Client installations, Prosper assessment system database backup occurs at software shut down, if you have checked **Perform routine database backups** in the Software Administration | Preference dialog box, Database section. If your practice is to leave Prosper assessment system running all the time (e.g., for user convenience), we recommend you establish a regular shut down schedule so that the back up is performed regularly.
4. Select the **Suppress module exit confirmation prompts** option to turn off the warning prompts that are displayed as a second chance to reconsider your action. If checked, any

process that would delete a program, class, instructor, etc. will still display a warning prompt.

5. **Security Groups** can be selected from any of the Software Administration dialog box tabbed sections.

See Also

[Configuring Password Access](#)
[Setting Minimum Password Length](#)
[Setting the Number of Invalid Password Entries](#)
[Setting the Duration of the Account Lockout](#)
[Unlocking Accounts](#)
[ID Generation](#)
[Using Automatic ID Generation](#)
[Turning off Automatic ID Generation](#)
[Compacting Databases](#)
[Creating Security Groups](#)

Compacting Databases

The Compact Database feature is only available with the single license version of Prosper assessment system.

Prosper assessment system software uses several Microsoft Access databases to store information for the software. Over time, these databases can become quite large. The Software Administrator can compact the databases at any time to keep them at a manageable size. To compact the application databases:

1. From the **Software Administration, Preferences** tab, click **Compact**. The **Compact Database** information message is displayed.
2. Click **OK**.

The application databases will be compacted when you exit the software.

Creating Terms

Prosper assessment system software enables the Software Administrator to define new instructional terms.

1. From the **Software Administration, Terms** tab, locate the Current Term Details and the Create New Term group.
2. Create a new term by entering the name in the New term name text box.
3. Select the **Transfer the current classes into the new term** check box if you want to transfer the current class and instructor information to the new term. Once the information has been transferred, you can remove unwanted entries later.
4. Click **Create** to create the new term.
5. If you want to make the new term you just created active, select the new term from the Term list box, then click **Active**.
6. Click **OK**.

Defining Directory Locations

Prosper assessment system software enables the Software Administrator to define locations for answer sheets, report templates, and image files.

1. From the Software Administration, Directories tab, locate the Template and Image Directory groups.
2. Use the ellipsis (...) button to navigate to the appropriate directories and enter the correct pathname.

NOTE: If the Answer sheet pathname is invalid, scanning is *disabled*. If the Report templates path is invalid, reports *will not* be displayed.

3. Make the appropriate changes (if any).
4. Select the Override Instructor Template Directories and/or Override Instructor Image Directory check boxes if you want to override the directories that were set up by instructors from: Tools | Preferences | General | Directories.

NOTE: The override option applies the directory locations system wide, which forces a set location for the storage of files for each instructor. You may want to consider using one instructor image directory so that all images of scanned forms can be shared and viewed by all.

5. Once all changes have been made, click **OK**.

ID Generation

Prosper assessment system software assigns ID numbers to all instructors, classes, and tests that are used in the software. These ID numbers are used to make the proper associations of classes with instructors, tests with classes, etc. You can have the software automatically generate instructor and class ID values when instructors and classes are created or when tests are imported (recommended). Test IDs are always generated automatically.

1. To generate IDs, go to the **Software Administrator, Preferences** tab and check one or more of the following in the **ID Generation & Display** section:
 - Automatically generate instructor IDs
 - Automatically generate class IDs
2. To display IDs, check one or more of the following:
 - Display instructor IDs
 - Display class IDs
 - Display test IDs
3. Click **OK**.

See Also

[Using Automatic ID Generation](#)

[Turning off Automatic ID Generation](#)

Using Automatic ID Generation

From the **Software Administration, Preferences** tab, ID Generation & Display group, do the following:

1. By default, the check boxes for Automatically generate instructor IDs, Automatically generate class IDs, Display Instructor IDs, Display class IDs, and Display test IDs are enabled.
NOTE: Each time an instructor or class is created, or when a new test is imported, an ID number will be assigned to them automatically.
2. Click **OK**.

See Also

[Turning off Automatic ID Generation](#)

Turning Off Automatic ID Generation

1. From the **Software Administration, Preferences** tab, clear the check boxes for Automatically generate instructor IDs, and Automatically generate class IDs.
NOTE: When setting program ID numbers manually, remember to use unique values for each instructor and class. If a duplicate ID is entered, you will be prompted to select another, unique value. The ID will not be saved until a unique value is entered.
2. When auto generation is turned off, enter the appropriate ID number depending upon the action. For example, if you are entering a new instructor, you will need to assign that instructor a unique Instructor ID number. Enter the ID number in the Instructor ID: window.
3. Click **Add** when finished.

See Also

[Using Automatic ID Generation](#)

Forms

Standard Forms

See Chart Legend below.

Form No.	OpScan Scanners	EZData Scanner	TWAIN Scanners	Duplex Scanner	Simplex Scanner	Light Source	Schema
099B	All	-	-	x	-	P	T/F, A-E, 120 front & 120 back.
250042	-	x	-	-	x	I	A-E, 60 front & 60 back.
251968	-	x	-	-	x	I	A-D, Yes/No, T/F, 80 front & 80 back.
251969	-	x	-	-	x	I	A-D & F-J, Yes/No, T/F, 60 front & 60 back
252022	-	x	-	-	x	I	A-D & F-J, Yes/No, T/F, 80 front & 80 back.
252023	-	x	-	-	x	I	A-D, Yes/No, T/F, 80 front & 80 back.
252024	-	x	-	-	x	I	A-D & F-I, Yes/No, T/F, 80 front & 80 back.
95141	SelfScore	-	-	x	x	P	A-E, T/F, 25 front & 25 back.
95142	SelfScore	-	-	x	x	P	A-E, T/F, 50 front & 50 back. 1 PA front.
98253	SelfScore	-	-	x	x	P	A-E, 25 front.
98255	SelfScore	-	-	x	x	P	A-E, T/F, 50 front
95946	SelfScore	-	-	x	x	P	A-E, T/F, 50 front & write-in area back. 1 PA front.
96569	SelfScore	-	-	x	x	P	A-E, 25 front & write-in area back. 1 PA front.
19641	SelfScore	-	-	x	x	P	A-E, T/F, 50 front & 50 back
95945	SelfScore	-	-	x	x	P	A-E, T/F, 50 front & write-in area front/back. 1 PA front.
94746	SelfScore	-	-	x	x	P	A-E, T/F, 100 front & 100 back.
95947	SelfScore	-	-	x	x	P	A-E, T/F, 50 front & 50 back, write-in area front & back. 1 PA front.

Form No.	OpScan Scanners	EZData Scanner	TWAIN Scanners	Duplex Scanner	Simplex Scanner	Light Source	Schema
95676	SelfScore	-	-	x	x	P	A-T, 40 front, & write-in area back. 1 PA front.
95677	SelfScore	-	-	x	x	P	A-E, T/F, 100 front & write-in area back. 1 PA front.
95679	SelfScore	-	-	x	x	P	A-E, T/F, 100 front & 100 back. 1 PA front.
106173	SelfScore	-	-	x	x	P	A-E, T/F, 100 front
254135	All	-	-	x	x	I	Standard Enrollment Form, demographics only
254227	All	-	-	x	x	I	A-D & F-J, Yes/No, T/F, 100 front & 100 back
254229	All	-	-	x	x	I	A-D & F-I, Yes/No, T/F, 100 front & 100 back
93329	All	-	-	x	-	I	A-J, 120 back
94047	All	-	-	x	x	I	A-E, 40 front & 3 write-in areas back.
83739	All	-	-	x	x	I	A-E, 40 front & 3 write-in areas back
221666	All	-	-	x	x	I	1-5 or A-E, 100 front & 100 back
223127	All	-	-	x	x	I	A-E, 100 front
4521	All	-	-	x	x	P	A-E, 100 front & 100 back
4887	All	-	-	x	-	P	A-J, 60 front & 60 back
6703	All	-	-	x	x	P	A-J, 60 front & 60 back
16504	All	-	-	x	x	I	A-E, 100 front & 100 back
30424	All	-	-	x	-	P	1-5, 120 front & 120 back
30423	All	-	-	x	-	P	T/F, A-E, 120 front & 120 back
16485	All	-	-	x	x	P	T/F, A-E, 120 front & 120 back
261826	-	-	x	x	x	-	A-D, F-I, 100 front, 4 write-in areas back
262148	-	-	x	-	x	-	A-E, 25 front, 4 write-in areas front

Form No.	OpScan Scanners	EZData Scanner	TWAIN Scanners	Duplex Scanner	Simplex Scanner	Light Source	Schema
262150	-	-	x	-	x	-	A-E, 50 front, 4 write-in areas front
262152	-	-	x	x	x	-	A-E, 75 front, 25 back, 4 write-in areas back
262154	-	-	x	x	x	-	A-D, F-J, 100 front, 4 write-in areas back
262155	-	-	x	x	x	-	A-E, 75 front, 125 back
262156	-	-	x	x	x	-	A-J, 50 front, 4 write-in areas back
273337	All	-	-	x	-	I	1-5 or A-E, 100 front & 100 back, PA 5 back
273338	All	-	-	x	x	I	A-E, 50 front. Rubric 0-8 front.
264388	-	x	-	-	x	I	A-D , 50 front, detachable front write-in area. 1 PA front.
264389	All (except SelfScore)	-	-	x	x	I	A-D , 50 front, write-in area front. 1 PA front.

Forms for use with Prosper for Shining Star

Form No.	OpScan Scanners	EZData Scanner	TWAIN scanners	Duplex Scanner	Simplex Scanner	Light Source	Schema
264388	-	x	-	-	x	I	A-D , 50 front, detachable front write-in area. 1 PA front.
264389	All (except SelfScore)	-	-	x	x	I	A-D , 50 front, write-in area front. 1 PA front.

Chart Legend

- **Form No.** - The Scantron form number. Use this number when selecting the form you are using in the Answer Sheets module and when ordering forms from Scantron Print Services.
- **OpScan Scanners** - Form compatibility with Scantron OpScan scanners. If SelfScore is indicated, you must have an OpScan scanner that supports the SelfScore feature and has a SelfScore cartridge inserted.
- **EZData Scanner** - Form compatibility with the Scantron EZData scanner.
- **TWAIN Scanners** - Form compatibility with TWAIN scanners.
- **Duplex Scanner** - Form compatibility with duplex (dual read head) Scantron OpScan or TWAIN scanners.
- **Simplex Scanner** - Form compatibility with simplex (single read head) Scantron OpScan or TWAIN scanners.
- **Light Source** - The form is designed for an **Ink read** scanner (**I**) or a **Pencil read** scanner (**P**). If **Ink**, the form can be scanned with either an ink read or pencil read scanner. If **Pencil**, the form must be scanned with a pencil read scanner. For Ink read

scanners, the forms can typically be marked with a blue or black pen or with a pencil; for Pencil read scanners, the forms must be marked with a pencil.

- **Schema** - The number and labeling of test response areas on the form. This includes OMR response labeling (T/F, A-E, Yes/No, etc.), the number of questions on each side of the form (60 front & 60 back, etc.), availability of a write-in area for short answers or essays, availability of response grids to enter performance assessment scores, and similar information.

Schema Detail

1-5	12345
A-D & F-I	ABCDFGHI
A-D & F-J	ABCD & FGHIJ alternating questions
A-D	ABCD
A-E	ABCDE
A-J	ABCDEFGHIJ
A-T	ABCDEFGHIJKLMNQRST
T/F	True/False
PA	Performance Assessment scoring
Yes/No	Yes/No

Numeric Schema Availability

- Form 221666 has schema for both 12345 and ABCDE. It can be used with either duplex or simplex scanners.
- Form 273337 has schema for both 12345 and ABCDE. It can be used with duplex scanners only.
- Form 30424 has schema for 12345. It can be used with duplex scanners only.

Performance Assessment Scoring

- Forms 95142, 95676, 95677, 95679, 95945, 95946, 95947, and 96569 all contain Performance Assessment | Points Earned response areas where a single score can be entered for a subjective question.
- Form 94746 contains a Performance Assessment | Points Earned response area but does **not** support performance assessment scoring.

CAUTION: Performance Assessment scores can be captured on SelfScore *forms* when scanned with supported OpScan iNSIGHT or OpScan scanners. They are *not* available on the same forms with scanners running in SelfScore mode.

- Forms 264388 and 264389 contain Performance Assessment | Points Earned response areas where a single score can be entered.
- Form 273337 contains five Performance Assessment response areas where scores can be entered.
- Form 273338 contains 30 Rubric 0-8 Score response areas where scores can be entered.

See Also

[Plain Paper Forms](#)
[Ordering Forms](#)
[SelfScore](#)
[Scanner Configuration](#)
[Ordering Supplies](#)
[Internet Resources](#)
[Supported Scanners](#)

Plain Paper Forms for TWAIN Scanners

Prosper assessment system software provides the capability to print, scan, and score test answer documents on plain paper to its Prosper assessment system software. Plain paper documents are pre-defined test answer forms printed on standard copier grade paper using a laser printer. Plain paper test answer forms include response positions for test takers to identify themselves (ID#) and record their answers to a test. Plain paper test documents DO NOT include timing marks or form ID marks as traditionally used by Scantron scanners.

Scantron provides seven plain paper test answer forms that are 8.5 x 11" answer sheets with varying numbers of questions, response positions per question, schemas, and areas for subjective response. The forms also include a predefined area where a user can overprint a bar code containing the learner ID number.

Customers can print using Prosper assessment system software (and merge print on the document at the time of printing).

NOTE: Plain paper forms can only be scanned on TWAIN scanners.

See Also

[Standard Forms](#)
[Ordering Forms](#)

Product Support and Services

Registering Your Software

Outside the U.S.

Contact your local sales agent for software support and registration information.

Inside the U.S.

Software registration ensures timely notification of downloadable updates and upgrades which are provided to you as a benefit of an active Software Subscription Support agreement.

Online registration is required for:

- Notification of downloadable updates and upgrades
- Downloading of the updates and upgrades

NOTE: If you are entitled to updates or upgrades, you may obtain them on physical media for an extra fee.

Online Registration

1. Select **Support on the Internet** from the Prosper assessment system Help menu or, if desired, go directly to Scantron Customer Support at **www.scantron.com**.
2. Locate **Product Registration** and follow the instructions provided.

See Also

[Internet Resources](#)

Printed Documentation

In addition to the Help System, Prosper assessment system software ships with printed documentation. Copies of all printed documentation, in PDF format, are available on the software CD. This includes:

- Prosper assessment system User's Guide

We recommend you copy the printed documentation to your personal computer for easy reference.

See also

[The Help System](#)
[Training](#)
[Internet Resources](#)

The Help System

The Prosper assessment system Help system is a technical reference for all software menus, dialogs, and functions. It contains context-sensitive help, a table of contents, an index, search capability, a glossary, and other features that will enable you to find the information you need to use the software successfully.

Accessing Help

To access Help, use one of these methods:

- **Context-sensitive Help** - While you have a software menu or dialog open, press **F1** to display the associated Help topic.
NOTE: Context-sensitive Help is not available for a few Microsoft Windows dialogs.
- **Help Menu** - Click Help on the menu bar and select **Contents**, **Index**, or **Search** to display the Help system for Prosper assessment system software.

The Help Display

The Help display window is divided into two panes: **Explorer View Help** and **Help Text**. You can resize the panes by selecting and dragging the line separating them.

Explorer View Help Pane

The left side of the Help display is the Explorer View Help. The four tabs of the Explorer View Help window are **Contents**, **Index**, **Search**, and **Favorites**. These appear to the left of the Help Text pane so that you never lose your place.

Contents Tab - Click the Contents tab to open the table of contents.

- Help Contents are grouped into "books" by category. Most topics within the Help system are included in the Contents.
- Double-click on books to open them, displaying Help topic titles or additional books. You can also click on the Plus symbol beside a book to open it.
- Click on topic titles to display the topics in the Help Text pane on the right.

Index Tab - Click the Index tab to display a list of index entries.

- Type the word or phrase you're looking for or scroll through the list.
- Double-click on an Index entry to display the topic in the Help Text pane on the right. If more than one topic is associated with an Index entry, the Topics Found dialog is displayed where you can pick from among all of the associated topics.

Search Tab - Click the Search tab to find keywords contained in Help topics.

- **Single Keywords** - To find topics that contain a word, enter the word in the text box near the top of the **Search** tab and then click **List Topics**. A list of topic titles containing the word you entered will appear in the list box. Double-click on a title to display the topic. You can also select a title and then click the **Display** button to display the topic. If you type a word that is not a valid keyword, you will get a message that says, "Help cannot search for that phrase." This includes commonly used words such as **a**, **and**, **for**, **of**, and **the**. Correct this by selecting a valid keyword.
- **Multiple Keywords** - To find topics that contain several words, type the words in the text box near the top of the **Search** tab and then click **List Topics**. A list of topic titles containing the words you entered will appear in the list box. For example, a search for **background form image** will yield topics that contain the

words **background**, **form**, or **image**. If you type in a word that is not a keyword, the Help System will disregard it and complete the search using the valid keywords you entered.

- **Phrases** - To search for phrases, type the phrase, enclosed in double quote marks, in the text box near the top of the **Search** tab and click **List Topics**. A list of topic titles containing the phrase you entered will appear in the list box. For example, a search for "**background form image**" will yield topics that contain the phrase **background form image**.
- **Wildcard Expressions** - Use an asterisk (*) wildcard to search for multiple characters or a question mark (?) wildcard to search for single characters. For example, a search for ***ware** will yield topics that contain **hardware**, **software**, or both.
- **Boolean Operators** - Use the words "and," "or," and "not" with the keywords you enter to better define your searches.

TIP: You can combine search techniques. For example, a combined keyword and Boolean search for **hardware not hardware bar code** will yield topics that contain the word hardware but not topics that contain the phrase hardware bar code.

- **Highlighting** - The keywords you searched for will be highlighted in the **Help Text** pane if search highlighting is on. You can toggle search highlighting on and off by clicking **Options** on the menu bar and selecting **Search Highlight On/Search Highlight Off**.

Favorites Tab - Click the Favorites tab to personalize and display your own list of frequently used Help topics.

- Add favorites by finding a Help topic using any of the above three methods (contents, index, or search). Once you find a topic that you would like to add to your favorites list, select it and click the **Favorites** tab. The topic title will display in the **Current topic** text box at the bottom of the pane. Click the **Add** button to add the topic to your favorites list. Favorites are listed in alphabetical order.
- To display a topic listed in your favorites list, click the **Favorites** tab, select the topic title, and then click the **Display** button (or simply double-click the topic title). To remove a topic title from the list, select the topic title, and then click the **Remove** button.

Help Text Pane

The right side of the Help display is the **Help Text**. It displays the currently selected topic.

Help Menu

At the top of the screen is a set of four buttons:

- **Hide/Show** - Click the Hide and Show buttons to toggle between hiding and showing the Explorer View Help pane.
- **Back** - Click the Back button to go to the previously viewed topic.
- **Print** - Click the Print button to print one or more topics. When the **Print Topics** dialog appears, select **Print the selected topic** or **Print the selected heading and all subtopics**. You can select print from a topic displayed in the Help Text pane or from a topic or book in the Contents. If you include all subtopics, the topics print in a continuous fashion without page breaks.
- **Options** - Click the Options button for the following menu selections:
 - **Hide/Show Tabs** toggles between hiding and showing the Explorer View Help pane
 - **Back** takes you to the previous topic you viewed

- **Forward** returns you to the topic displayed when you selected Back
- **Home** displays the Prosper assessment system Welcome page
- **Stop** halts the current request for a topic or Web site page
- **Refresh** refreshes the current topic or Web site page
- **Internet Options** opens the Windows Internet Options dialog
- **Print** prints the selected topic, with or without subtopics.
- **Search Highlight Off/On** toggles between highlighting your search word in the topics displayed

See Also

Links to related topics within the Help system are provided at the end of most topics. The links are green underlined text. Click on a link to go directly to the topic named. These topics are listed in alphabetical order.

Some topics contain additional links embedded within the topic text. These links either go to a separate topic within the Help system or they expand.

Cautions, Notes, and Tips

Where appropriate, the Help system draws attention to special information with signal words and colors:

Caution

CAUTION: The purpose of a CAUTION is to advise you about an action that could cause a serious problem such as loss of data or inaccurate data. A yellow bar is used to highlight the information.

Note

NOTE: The purpose of a NOTE is to provide supplemental information, particularly for special cases or exceptions that you are not expected to encounter often. A blue bar is used to highlight the information.

Tip

TIP: The purpose of a TIP is to suggest a technique or procedure, especially something that may not be obvious and that may help you to better understand and use a particular product function. A green bar is used to highlight the information.

Procedures

Procedures are provided in most Help topics.

Overviews

Overviews are provided in several Help topics. The easiest way to locate them is to type "Overview" in the Index. Topics containing overviews will be listed in the Topics Found dialog.

Glossary

A Glossary of terms used in Prosper assessment system software and related Scantron products is provided in the Help Contents.

Printing Help Topics

To Print one or more Help topics, click the **Print** button on the Help menu bar. When the **Print Topics** dialog appears, select **Print the selected topic** or **Print the selected heading and all subtopics**. You can select print from a topic displayed in the Help Text pane or from a topic or book in the Contents. If you include all subtopics, the topics print in a continuous fashion without page breaks.

See Also

[Printed Documentation](#)

[Training](#)

[Internet Resources](#)

[Requesting Support](#)

Training

Outside the U.S.

Contact your local sales agent for training information.

Inside the U.S.

Prosper assessment system software training is available from Scantron. The two-day class covers Prosper assessment system software installation and configuration, operation of each of the software modules, and creation of tests and assessments for importing into Prosper assessment system.

To sign up for training:

- Visit our Web site at www.scantron.com, or
- Call Scantron Training at 1-800-336-3426 (extension 6123)

Internet Resources

Select **Support on the Internet** on the Prosper assessment system **Help** menu to access the Scantron Customer Support Web site. If you have an Internet browser installed on the computer that Prosper assessment system software is running on, the browser is automatically activated to go to www.scantron.com. It gives you access to the following:

Outside the U.S.

- Frequently Asked Questions (FAQs) with answers about Prosper assessment system and other scanning hardware and software products.

Contact your local sales agent for information about product registration, updates, upgrades, and other support and services.

Inside the U.S.

As a new licensee of Prosper assessment system software, you have access to these support resources. Continued access to some of these resources requires an active Software Subscription Support agreement.

- Online registration of your Prosper assessment system software with Scantron Customer Support. This ensures you of timely notification of product updates and upgrades.

- Frequently Asked Questions (FAQs) with answers about Prosper assessment system and other scanning hardware and software products.
- Prosper assessment system software updates that you can download if you have an active Software Subscription Support agreement.

See Also

[Registering Your Software](#)
[Printed Documentation](#)
[The Help System](#)
[Training](#)
[Requesting Support](#)

Ordering Supplies

Outside the U.S.

Contact your local sales agent to order supplies.

Inside the U.S.

We offer quick, easy access to supplies and user manuals for your Scantron scanner and software. You can order online or by phone or fax:

Online

www.scantronstore.com

Phone or Fax

Phone 1-800-328-6290

Fax 1-612-683-6287

Scantron Supplies Business Center

1313 Lone Oak Road

Eagan, MN 55121

NOTE: Promotional offers are typically only available for online purchase.

See Also

[Ordering Forms and Print Services](#)
[Printed Documentation](#)

Ordering Forms and Print Services

Outside the U.S.

Contact your local sales agent for forms and print services information.

Inside the U.S.

Prosper assessment system standard forms can be ordered from Scantron Print Services:

Online

www.scantronstore.com

Phone or Fax

Phone 1-800-735-2566

Fax 1-717-8841-1300

Forms for a variety of scanning products such as iNSIGHT scanners, and Scantron DesignExpert and ScanTools Plus software are also available.

Print Services

In addition to standard forms, Scantron Print Services can also assist with custom form design and printing, Scantron DesignExpert merge template creation, high volume merge printing projects, and delivery and fulfillment services.

See Also

[Standard Forms](#)
[Plain Paper Forms](#)
[Ordering Supplies](#)
[Internet Resources](#)

Requesting Support

Outside the U.S.

Contact your local sales agent for support.

Inside the U.S.

If you have questions about Prosper assessment system software that are not answered by www.scantron.com, the printed documentation, or the Help system, call Scantron Customer Support.

When you call Scantron, an operator will ask you to describe your problem. The operator will then relay information about the problem to an analyst who will call you back as soon as possible. You can reach Customer Support from 8:00 A.M. to 5:00 P.M. Monday through Friday, your local time (except for Alaska and Hawaii where support is available through 7:00 P.M. CST). Customer support is not available on Scantron holidays.

Before calling:

1. **Know your Prosper assessment system serial number.** The serial number is displayed in two locations: In the About dialog box and on the product CD cover.

2. **Write down a description of your problem.** Include a sequence of the steps leading to the problem. Doing this ensures that you will have all the details you need when you talk to the analyst.
3. **Note error messages that appear on your computer screen.**
4. **Have a description of your software ready.**
 - Prosper assessment system software version.
 - Database file type used, if applicable.
5. **Be available at the PC system where Prosper assessment system software is installed.**

Scantron Customer Support

1-800-338-5544

Scantron Customer Support can answer your questions about a variety of subjects, including:

- Installation and configuration
- Program features and operation
- Troubleshooting
- Documentation and the Help system
- Software errors

Prosper assessment system software support for the first 12 months is included with the software purchase. After the first year, you may receive support by renewing your Software Subscription Support agreement or you may receive support at an hourly rate. Product updates and upgrades are only available with an active Software Subscription Support agreement.

See Also

[Registering Your Software](#)
[Printed Documentation](#)
[The Help System](#)
[Training](#)
[Internet Resources](#)

Services

Outside the U.S.

Contact your local sales agent for services information.

Inside the U.S.

A variety of services are available, including printing services, custom data collection solutions, survey research services, scanner maintenance, software support, equipment installation, network installation, training, custom application development, database support, and consulting services.

Contact Scantron Corporation for information:

Online

www.scantron.com

Phone

1-800-447-3269

See Also

[Printed Documentation](#)

[Training](#)

[Internet Resources](#)

[Ordering Supplies](#)

[Ordering Forms and Print Services](#)

[Requesting Support](#)

Glossary

active

A term that refers to the window currently displayed or in use.

ADF

Automatic Document Feeder.

ASCII

American Standard Code for Information Interchange. ASCII is a standard code for representing characters as binary numbers. In addition to printable characters, ASCII code includes control characters.

batch

A group of form templates that contains a batch header form to process descriptive information and regular scannable forms, such as learner tests. Batch header forms are useful for collecting information about the group of forms that you are scanning (e.g., school, teacher, and class name for a test).

check box

A box representing an option that can be turned on or off. When selected, it contains a check mark.

choose

The act of activating a command or an option by clicking on it or by using the appropriate key sequence.

click

To quickly press and release the left mouse button.

clipboard

Whenever you cut or copy a section of text, the contents are placed to the Clipboard. This intermediary holds the information so that it can be pasted (multiple times if desired) until you place something new to the Clipboard (by cutting or copying something else).

The Clipboard is also shared by other programs. Data can be copied from a document of one program and pasted to a document of another as long as the data are compatible (Remark Office OMR only uses plain text.)

copy

To copy the selected text or item to the Windows Clipboard so that you can paste it to another location.

current

Refers to an object that is acting as a reference point.

cut

To remove the selected text or item from a document and place it on the Windows Clipboard.

defaults

A value or setting that is automatically selected if you do not specify a substitute.

DIF

Differential Incremental Backup. The backup of all data files that have been modified since the last incremental or archival backup.

directory tree

A type of structure in which each element is attached to one or more elements directly beneath it. For example, class name is attached to instructor and lies beneath it. Learners are attached to class name and lie beneath class name.

double-click

Double-click means to click the left mouse twice in rapid succession.

DPI

Dots per inch, which indicates the resolution of images. The more dots per inch, the higher the resolution. A common resolution for laser printers is 600 dots per inch; 600 dots across and 600 dots down, so there are 360,000 dots per square inch.

drag

To move the mouse while holding down the left mouse button.

duplex

Two-sided. Some scanners support duplex mode in which the reader will scan both sides of a sheet of paper at the same time.

Engage™ Responder

A remote wireless handheld device used by learners to take tests. Questions are presented to learners on the Responder display and learners enter their answers on the Responder keypad.

Esc

The escape key on your keyboard.

ExamView

ExamView is a test generator and assessment tool. If it is already installed on your system, you can create a test/assessment and save it to either TST or XML format.

exception cases

Exception cases are error conditions. Error conditions can include blanks, multiple responses, region recognition errors, bar code errors, database lookup errors and data entry Image regions.

extension

An extension consists of the letters following the period in a file name.

EZData OMR scanner

The EZData scanner offers users a small, portable, and efficient data collection solution. It is ideal for low-volume, quick data collection projects.

form

The prepared page(s) that are intended to be hand marked. Forms can consist of one or multiple pages.

form template

A file that contains information that allows Remark Office OMR to correctly process the regions of a form.

format

The structure of a data file.

Graph Viewer

A Prosper assessment system Data Collection and Scoring module feature that graphically displays data collection results from scanning, response pad interaction, or manual data entry. You can select from a variety of display options to get a quick analysis of your assessment.

See Also

[Using the Graph Viewer](#)

data grid

The data grid in the Data Collection & Scoring module stores data from scanning, response pad interaction, and manual data entry. Each grid row represents a learner; Each grid column, after the learner name and ID, represents a question on the test. The answer key is in the top row and the percent correct is in the second row. The learner responses are color coded correct or incorrect. When scanning, exceptions are color coded and flagged (yellow flag for blank responses and green flag for multiple responses). The flags can be used to run the Review Exceptions feature later. If the Graph Viewer is enabled, you can click on a question in the data grid to see a graph of the results for that question. If you are using an image scanner and the

Image Viewer is enabled, you can click on a data cell in the grid to see a picture of that question on the answer sheet.

highlighted

Highlighted indicates that an item has been selected.

HTML

Hypertext Markup Language, the authoring language used to create text and documents for the World Wide web.

icon

A graphical representation of an application program or an object.

ICR

Intelligent Character Recognition technology gives scanning and imaging systems the ability to translate images of hand printed characters (not cursive) into data. Images of hand printed characters are extracted from a bitmap of the scanned image. Forms can be scanned through a TWAIN scanner, faxed, or computer generated to produce the bitmap. ICR is less accurate than OMR and will require editing to achieve perfect data. However, when compared to manual key entry, ICR does reduce keystrokes for data collection and provides a more friendly form for demographic data.

image scanners

Scantron image scanners capture data from images for character recognition, as well as clipping and storing images such as signatures, comments, write-in areas, essays, short-answers and demographic information electronically. Our image scanners can read OMR data, hand print data, machine-print data, and bar codes. Their image files meet industry standards and are compatible with most major storage and retrieval systems. Image scanner models include: OpScan iNSIGHT 2/4.

image mode

When a Scantron scanner is in image mode, the image of the response positions on a sheet are captured and the information is transmitted to the host computer for processing.

imaging

OpScan iNSIGHT scanners with imaging capture not only marked OMR response positions but also hand printed characters. They perform image clipping that enables heads up editing and "Key From Image."

.jpg

Joint Photographic Experts Group. JPEG is a lossy compression technique for color images. Although it can reduce file sizes to about 5% of their normal size, some detail is lost (hence the term lossy) in the compression.

label

Labels identify the responses for the markable areas. For example, "TRUE," "FALSE," and "MAYBE" are possible labels for a region with three choices. See the listing under OMR Region for more information.

LXR Test

Logic eXtension Resources format.

mark

The term for the response positions, check boxes, or other shapes that are to be filled in with pen or pencil. A mark is either blank or filled in to designate the selected response. Pen marks must be either blue or black.

menu

A list of commands or options from which you can choose. Prosper assessment system is a menu-driven application.

menu bar

Located below the title bar, the horizontal bar containing menu pull-down items.

No Child Left Behind

Gives teachers the ability to perform regular, frequent diagnostics. Armed with this data, they'll be able to identify learner instructional needs, correct and improve their instruction, and more quickly close learning gaps—before learners are faced with taking state No Child Left Behind Adequate Yearly Progress (AYP) assessments.

node

An element in the tree view in the Remark Office OMR Template Editor.

OCR

Optical Character Recognition technology gives scanning and imaging systems the ability to turn images of machine printed characters into machine readable characters. Images of machine printed characters are extracted from a bitmap of the scanned image.

OCR is less accurate than OMR but more accurate than ICR. OCR can provide a good alternative to pre-slugged OMR grids such as learner ID number, thereby freeing up space on the form for other design elements.

ODBC

Open DataBase Connectivity, a standard database access method developed by the SQL Access group in 1993. The goal of ODBC is to make it possible to access any data from any application regardless of which database management system (DBMS) is handling the data.

OMR

Optical Mark Recognition. A method of automated input of hand produced data into a computer. OMR differs from OCR in that block hand printed or machine printed data are processed by OCR and response positions, check boxes and other marked areas are processed by OMR.

OMR region

An OMR region consists of an area of a form where the questions contain similar attributes. More than one question can be asked in a specific OMR region. The following is an example:

	True	False	Maybe
Question 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Question 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The six response positions make up one OMR region. The output labels for this region are True, False, and Maybe, and the questions are oriented by row.

orientation

The orientation of an OMR region is either Column or Row, depending on how the questions are laid out on the form.

paste

To insert the contents from the Clipboard to a file or current cursor location.

path

A file location in a directory tree.

.pcx

PCX is a graphics file format for graphics programs running on PCs. It is supported by most optical scanners, fax programs, and desktop publishing systems. It was originally developed by ZSoft for its PC Paintbrush program.

pdf

Portable Document Format is a file format developed by Adobe Systems. PDF captures formatting information from a variety of documents, making it possible to send formatted documents and have them appear on the recipient's monitor or printer as they were originally intended. To view a file in PDF format, you need Adobe Reader, a free program distributed by Adobe Systems.

program

A set of standards.

RAM

Random Access Memory.

region

See OMR region and/or region name.

region name

A name assigned to an OMR Region. If an OMR Region contains more than one question, Remark Office OMR will append numbers sequentially to the specified region names to provide a name for each question. Or you can specify individual region names in the OMR Regions Properties window. Region names are used as grid column headers in the template grid window. When saving data to databases, the column headers are used as the field names in the database table. If opening, linking or saving to an existing database table, the column headers must already exist in the selected table or an error will occur. Additionally, most databases have field name limitations. If you are planning on exporting to a particular database type, consult your database's documentation.

reorder

The operation of changing the order of the regions in a template. It is necessary when the reading operation does not produce data in the correct order.

response pad

A handheld device used by learners to communicate with Prosper assessment system software. For example, Prosper assessment system software presents test questions to learners on a response pad display screen and learners enter their answers to those questions on the response pad. These devices are also called "responders." Engage Responder is the Scantron brand of response pad.

response positions

A mark that can be either filled in or left blank. Response positions are arranged in rows and columns, creating a region that has an orientation.

resolution

Refers to the sharpness and clarity of an image. The term is most often used to describe monitors, printers, and graphic images. In the case of printers, the resolution indicates the number of dots per inch. For example, a 300 dpi (dots per inch) printer is one that is capable of printing 300 distinct dots in a line 1 inch long. This means it can print 90,000 dots per square inch.

rtf

Rich Text Format is a standard formalized by Microsoft Corporation for specifying the formatting of documents. RTF files are actually ASCII files with special commands to indicate formatting information, such as fonts and margins.

schema

The Prosper Tests & Assessments module requires the user to select a schema or representative type used for multiple choice answers (e.g., ABCD, FGHI, 1234, etc.)

scroll bars

Horizontal or vertically aligned bars that facilitate scrolling through displays.

SelfScore[®]

With the SelfScore option, you can automate test scoring and survey and ballot processing easily—without attaching your scanner to a computer. Each scanner is a self-contained test, survey, or ballot processing system. SelfScore works with the following OpScan scanners: OpScan 2 and 4U, and OpScan INSIGHT 2 and 4 scanners.

status bar

Located at the bottom of a window, a status bar is the horizontal bar that displays pertinent information about application processes or the currently selected item.

task pane

A guide to help you navigate through the software. The task pane appears on the left side of the Template Editor, Data Center and Remark Quick Stats. Once you perform a function, the task pane will automatically update with new options based on the last function you performed. You may use this tool as a way to understand what options are available to you at any time. Most options displayed in the task pane are also available from the menus or tool bar.

TestGen

TestGen is a test generator and assessment tool. You can create a test/assessment and save it to TGN format.

.tif

The file extension used to refer to tagged image file format, (TIFF), one of the most widely supported file formats for storing bit-mapped images on personal computers.

title bar

Located at the top of a window, a title bar is the horizontal bar that displays the window title.

ToolTip

Displays the function or name of an icon or button when you hold the mouse cursor over the desired tool.

TWAIN

Some believe TWAIN stands for "Toolkit Without An Informative Name," while others argue it is "Technology Without An Interesting Name." Though the real story behind the name may never be known, the purpose of TWAIN is quite clear. It is a graphics and imaging standard that allows companies to make drivers for scanners and digital cameras. Nearly all scanners on the market today are TWAIN-compliant, meaning the way they interact with your computer is based on the TWAIN standard.

window

A rectangular portion of your screen in which a program displays data. Normal window control allows you to move, restore, size, minimize, and maximize windows.

wizard

A program imbedded within an application that helps you use the application or guides you through a process. Each module in Prosper includes a wizard that steps you through a process.

XML

Extensible Markup Language. Designed especially for World Wide Web documents, it allows designers, programmers, and writers to create their own customized tags, enabling the definition, transmission, validation, and interpretation of data between applications and between organizations

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