

How to Prepare Score Sheets with PreMark

Even if you have completed these steps in the past, please read all steps to ensure your system is up to date.

Install PreMark

- ▶ Run the installer. Be sure to install for all users if you are not sure who will be logged in when grading. You will need Admin privileges to install.

Preparing your roster

- ▶ Go to <https://wyse.engr.illinois.edu/wyse2014/>
- ▶ Download “Apperson3000 Pre-Mark” from the “Upload Scores” menu
- ▶ Open the file in Excel
 - Save the file in a convenient location using “Save As” (it may have opened from a temporary one)
 - Select “Enable Editing” on the warning bar if it appears
 - Right-click “Sheet1”, select “Unprotect Sheet”
 - Delete all records where “Forechosen” is “No”
 - These records will be listed below those where “Forechosen” is “Yes”, so just scroll down.
 - Select the first row where “Forechosen” is “No” by clicking on its number, then scroll to the very bottom. Hold the shift key while clicking on the final row number. (This should select all cells where “Forechosen” is “No”.)
 - Use “Delete Cells” or “Delete Rows” to remove actual rows (not just contents)

Preparing your roster (continued)

- Note: You *may* wish to sort the data by “Last Name”, then by “School Name” so the forms will be arranged by school when they are printed for easy distribution to each school.
 - To do this in Excel, right-click a cell in the “Last Name” column, then select “Sort” -> “Sort A to Z”
 - Then right-click a cell in the “School Name” column and select “Sort” -> “Sort A to Z”
 - There is an alternative way to sort the entries once you import into PreMark – there are instructions for this method in that part of the walkthrough.
- Save your manipulated roster.

Setting up PreMark

- ▶ Open the software if it is not already open.
 - ▶ Change the Template to “Form_29240”
 - Say “Yes” to the warning message if it appears.
 - ▶ Under the “File” menu, select “Import Roster”
 - Select your previously saved Excel roster.
 - ▶ Using the MapperTool, map the fields as on the following slides:
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MapperTool

Step 1: Mapping Text Fields

Select the template fields in which you wish to print your roster data by checking the box next to the fields. Next, for each field you selected, map the field name from your roster file to the field position. Last, if your template allows it, you may assign a custom name to the field.

Field Position	Roster Field Name	Custom Field Name
<input checked="" type="checkbox"/> Name	First Name	
<input checked="" type="checkbox"/> Date	Student ID	
<input checked="" type="checkbox"/> Teacher	Last Name	
<input checked="" type="checkbox"/> Class	Division	
<input checked="" type="checkbox"/> School	School Name	
<input checked="" type="checkbox"/> Period	Squad	
<input checked="" type="checkbox"/> Test Name	Test Name	

Select Template : Form_29240

Next Cancel

Click "Next"

MapperTool

Step 2: Map Barcode/Binary and ID Grid Fields

Select which fields you wish to barcode or binary code. Next, for each field you selected, map the field name from your roster file to the field position. Fields that contain only numeric characters will be available for selection. Last, to print a Student ID or Test ID in the text boxes above the ID grids, you must first select the ID Grid Fields to pre-print and then map the field name from your roster file to the respective ID grid fields.

Barcode Fields	Roster Field Name	ID Grid Fields	Roster Field Name
<input checked="" type="checkbox"/> StudentId	Student ID	<input checked="" type="checkbox"/> StudentId	Student ID
<input checked="" type="checkbox"/> TestId	Test ID	<input checked="" type="checkbox"/> TestId	Test ID
<input type="checkbox"/> ClassId	Student		
<input type="checkbox"/> SchoolId			
<input type="checkbox"/> AdditionalId			

Back Next Cancel

Click "Next"

MapperTool

Step 3: Sort Records

Select how many sorts you wish to apply (if any) and then select the roster field names you want to sort. The sorting will be done in the order shown below.

Roster Field Names	Sort Direction
<input type="checkbox"/> []	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending
<input type="checkbox"/> []	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending
<input type="checkbox"/> []	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending
<input type="checkbox"/> []	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending
<input type="checkbox"/> []	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending
<input type="checkbox"/> []	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending

Back Finish Cancel

Don't sort, unless you skipped doing so during the Excel process and wish to do so now. You may wish to sort first by "School Name", then by "Student Name" if you decided to sort here. Hit "Finish"

- ▶ Hit the Print button, and you are good to go.
 - ▶ Alternatively, you can go to the “File” menu and select “Save merged PDF” or click the save icon near the bottom of the screen in “Print Mode” to save your PreMark job for later printing.
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