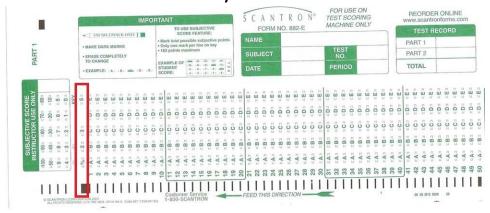# How to use the Scantron machine

Step 1: Make the answer key

1. On the very first row (marked by a black rectangle on the left side), make sure to mark the **% symbol**, the **number 2**, and the **number 5** under the Key column. This would indicate that this sheet is the answer key.

2. On the same sheet, proceed by marking the correct answers to each one of your test questions.

Step 2: Run answer key and student sheets

1. Run the answer key through the Scantron machine.
2. Run each of your student's answer sheet. A total of the correct answers will be printed on each of the student sheets as they are completed and processed by the Scantron machine.