**Instructions for administering a Scantron evaluation:**

AT LEAST one week before you plan to administer the evaluations, request anonymous evaluation sheets by using this online form:

<https://www.bemidjistate.edu/offices/its/classroom-technology/services/scantron/scantron-request-form/>

You will need to enter the six digit COURSE ID of the classes you want forms for. Students are instructed to answer the questions on the Scantron sheets. To protect their privacy, students do not put their names on the sheets.

The Scantron sheets then need to be dropped off in Deputy 161 with the Course ID, the number of questions asked, and the instructor's name.

After the last day to submit grades for the semester, a compiled detail item analysis report and raw results will be emailed to the instructor as PDF and Excel files after the completed forms have been scanned. You will be notified when you may then pick up the completed forms from the building shelf in Deputy 161.