When this feature is enabled for an account, users are able to provide Scantron® exams to their Exam Takers. Answer files can be quickly imported into the ExamSoft system. All answer files will be included in the analytical reports provided through ExamSoft.

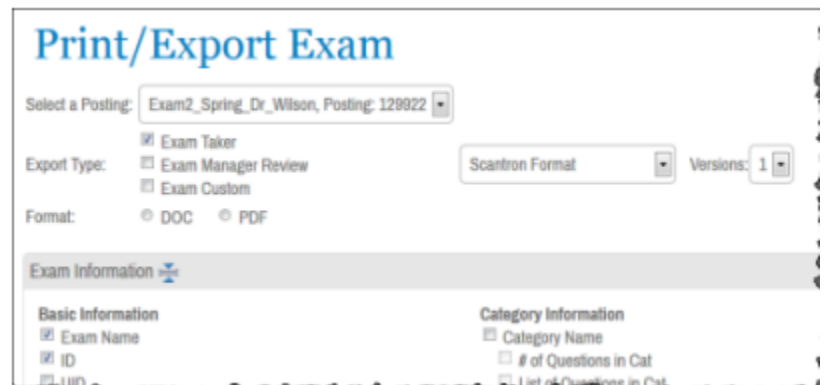## _Set up Scantron Exam_

1. Navigate to the Assessments tab.

2. Select the desired assessment.

3. Click **Export/Print**.

4. To print exams, select **Exam Taker**.

5. Select **Scantron Format** from the dropdown menu and number of versions.

6. Click **Print/Export Exam**.

ONLY True/False, Multiple Choice, Multiple Selection, and/or Fill in the Blank (FITB) questions can be imported. If using a bubble sheet with more than one section for FITB questions or a bubble sheet that does not have an option to bubble in multiple versions, you should NOT generate multiple versions of the exam.

Importing Answers

1. Use your current software program (i.e. Remark, Score IT, Scantron®, Apperson) to export the raw data as a .csv file.

2. Open the exported .csv file in Excel.

3. Check to make sure the columns are in the following correct order WITHOUT any header rows:

	A	B	C	D	E	F	G
1	Barnes02303	C		A	A	$9.21	music therapy
2	Jones05632	A		B	B	$9.21	music therapy
3	Smith98450	B		B	C	$11.33	modern medicine

-
A	B	C	D	E
8976543	A		A B	B

- **Column A**: Student ID (can be alpha-numeric).

- **Column B**: Test Form Version.

- **Column C**: Empty Column (blank) .

- **Column D**: Student Answers to Question 1.

A	B	C	D	E
8976543	A		Answer1a Answer1b	Answer2

- **Column E**: Student Answers to Question 2

(and so forth).

4. Save as **.csv** file.
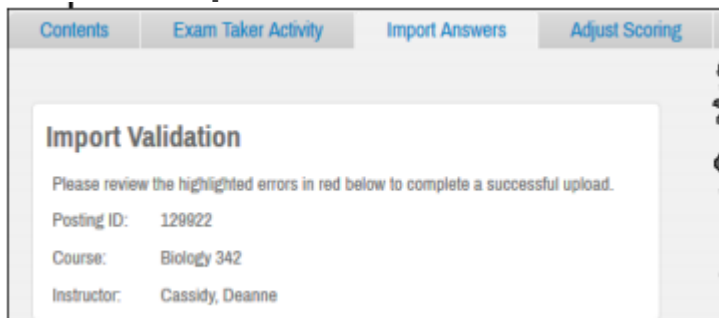
5. Select a specific posting.

6. Click **Import Answers**.

When importing FITB answers, up to 25 characters can be imported. The ONLY special characters allowed include: period, $, %, <, < , -, +, space.

7. Upload the answer file and click **Next**.

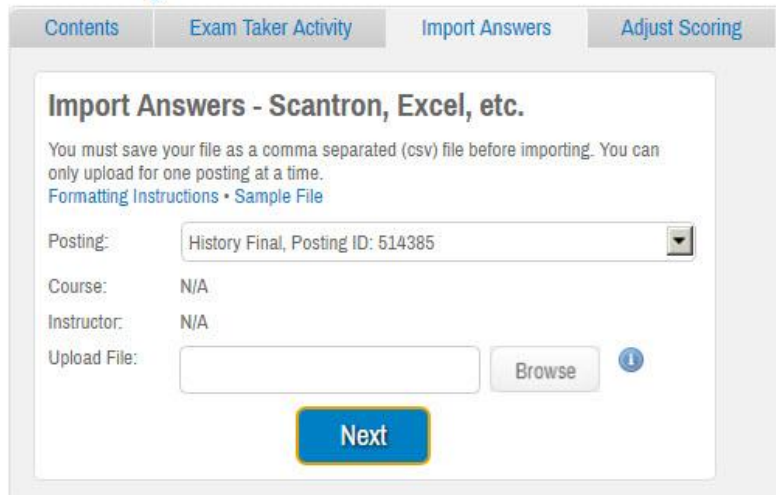8. At the **Import Validation** screen, click

Continue.

9. Select the Exam Takers to import and click **Import Selected Rows**. Any errors appear in red.

10. An import confirmation screen will appear. Any errors will be noted in red.

Common Import Errors	Resolutions
Exam Taker is not currently registered for this course.	Enroll Exam Taker in course and upload answer file again.
Scantron upload has already been uploaded into the system.	Check box to overwrite the previous answer file.
Exam Taker selected an answer for an item that was not available.	Look at red asterisk to see which distractor is not available. Choose to accept the answer file for this exam taker with error or not.
Exam Taker's FITB response is greater than 25 characters	Look at red asterisk to see FITB response. Choose whether or not to import truncated response.

You can always choose to run a **Download Error Report** by selecting that button.