

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.

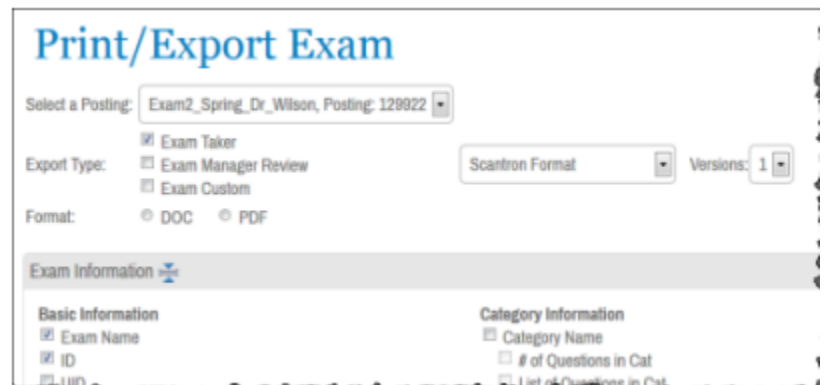
2. Select the desired assessment.

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		AB	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.

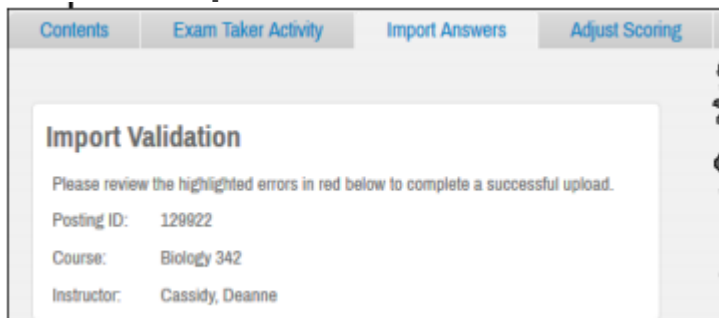
5. Select a specific posting.

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

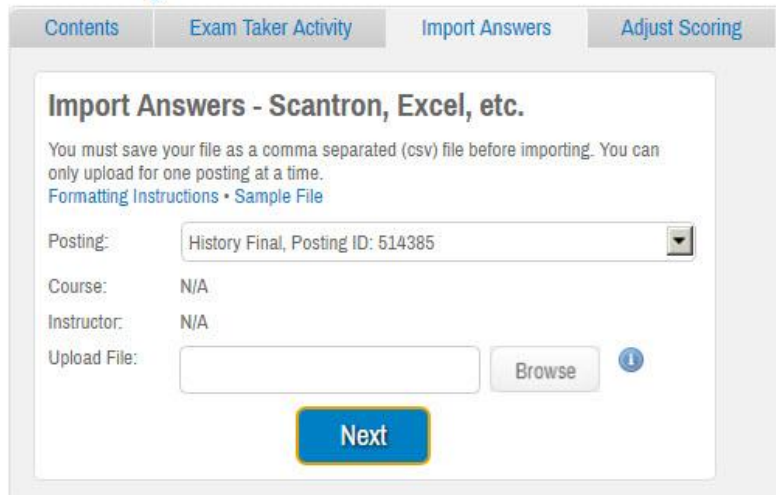


**Continue.**

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.

## History Final



**Import Exam Taker Answer Validation**

Please review the highlighted errors in red below to complete a successful upload. Simply click on the highlighted error to make adjustments to your file and click "Import" to save if you have additional errors before your final submission.

Posting ID: 129922  
Course: Biology 342  
Instructor: Cassidy, Deanne  
Imported file: scantron.txt

Import ID	Exam Taker	Exam Version	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
1	Deanne, Cassidy	A								
2	Deanne, Cassidy	A								
3	Deanne, Cassidy	A								
4	Deanne, Cassidy	A								
5	Deanne, Cassidy	A								
6	Deanne, Cassidy	A								
7	Deanne, Cassidy	A								
8	Deanne, Cassidy	A								
9	Deanne, Cassidy	A								
10	Deanne, Cassidy	A								
11	Deanne, Cassidy	A								
12	Deanne, Cassidy	A								
13	Deanne, Cassidy	A								
14	Deanne, Cassidy	A								
15	Deanne, Cassidy	A								
16	Deanne, Cassidy	A								
17	Deanne, Cassidy	A								
18	Deanne, Cassidy	A								
19	Deanne, Cassidy	A								
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94	Deanne, Cassidy	A								
95	Deanne, Cassidy	A								
96	Deanne, Cassidy	A								
97	Deanne, Cassidy	A								
98	Deanne, Cassidy	A								
99	Deanne, Cassidy	A								
100	Deanne, Cassidy	A								

This exam taker is not currently registered as part of this course in the Administration area and their answer file will not be uploaded.

A download attempt has already been registered into the system on 10/10/2013 9:34 AM. Check box to overwrite the answer file for this exam taker.

Cancel Download Error Report Import Selected Rows

### Import Confirmation

Summary of Items Imported

Posting ID: 129922  
Course: Biology 342  
Instructor: Cassidy, Deanne  
Imported file: scantron.txt

**Successfully Imported:** 8 exam takers [View Report](#)

**Failed Imports:** 2 exam takers [View Report](#)

Common Import Errors	Resolutions
<b>Exam Taker is not currently registered for this course.</b>	Enroll Exam Taker in course and upload answer file again.
<b>Scantron upload has already been uploaded into the system.</b>	Check box to overwrite the previous answer file.
<b>Exam Taker selected an answer for an item that was not available.</b>	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.
<b>Exam Taker's FITB response is greater than 25 characters</b>	Look at red asterisk to see FITB response. Choose whether or not to import truncated response.
You can always choose to run a <b>Download Error Report</b> by selecting that button.	

